

Oxford Ice Skating Club (OXIST)

Constitution

1 The Club

1.1 Name

1.1.1 The name of the club shall be The Oxford Ice Skating Club (OXIST), hereafter referred to as OXIST or the Club.

1.2 Purpose

1.2.1 The purpose of OXIST shall be to encourage figure skating and ice dance.

1.3 Objectives

1.3.1 The objectives of OXIST shall be:

- to encourage members to skate and to further develop their skating skills;
- to encourage members to take National Ice Skating Association (NISA) tests;
- to organise competitions from time to time;
- to encourage members to take part in Club and other competitions;
- to organise other events in support of the Club's purpose;
- to promote figure skating and ice dancing to non-members, with a view to increasing appreciation of the sport and recruiting new members.

1.4 Affiliation to NISA

1.4.1 OXIST shall be affiliated to the National Ice Skating Association of U.K LTD. (NISA) whose laws shall be preserved in every detail.

1.4.2 Any Sections of OXIST established under the terms of Article 2 shall be affiliated to NISA through OXIST.

2 Structure

2.1 OXIST

2.1.1 OXIST shall comprise a top level organisation with Sections to pursue specific aspects of ice figure skating and ice dance.

2.1.2 All Members shall belong to the top level organisation, which will provide affiliation to the National Ice Skating Organisation (NISA) and the necessary insurance for the Members.

2.1.3 In addition to OXIST, individuals shall join one or more Sections, according to their interests.

2.2 Sections

2.2.1 General

- The purpose and rules of each Section, together with their Terms of Membership, shall be determined by OXIST at the time they are established.
- The purpose, rules and Terms of Membership of each Section shall be submitted to the OXIST AGM for endorsement at the next AGM following its establishment.

- Once endorsed by the OXIST AGM, the purpose, Terms of Membership and rules of each Section shall be added to Annex 1 of this Constitution.
 - OXIST may, if the Club deems it necessary, wind up any Section(s), providing due process is followed as set out in Article 14.
- 2.2.2 OXIST Recreational Section
- OXIST Recreational Section has been established as an OXIST Section under the terms of Article 2.1.
 - The purpose, rules and Terms of Membership of the OXIST Recreational Section are attached as Annex 1a.
- 2.2.3 Oxford Junior Ice Dance Club
- Oxford Junior Ice Dance Club has been established as an OXIST Section under the terms of Article 2.1.
 - The purpose, rules and Terms of Membership of Oxford Junior Ice Dance Club are attached as Annex 1b.
- 2.2.4 Oxford Senior Ice Dance Club
- Oxford Senior Ice Dance Club has been established as an OXIST Section under the terms of Article 2.1.
 - The purpose, rules and Terms of Membership of Oxford Senior Ice Dance Club are attached as Annex 1c.

3 Organisation

3.1 Committee and Officers

3.1.1 The affairs of OXIST, including all its sections, shall be administered by its Officers, together with a Committee established for that purpose.

3.1.1.1 *Officers*

The Officers of the Club shall be:

- Committee Chair
- Secretary
- Treasurer
- Competition Secretary
- Club Welfare Officer

3.1.1.2 *Election/appointment of Officers and Committee Members*

- The Officers of the Club shall be Members of the Committee ex officio.
- The Committee shall comprise a total of not fewer than eight (8) and not more than fourteen (14) Members, including the Officers.
- Only Members aged 18 or over may stand for election.
- In addition to the OXIST Committee Members, up to two (2) persons shall be elected by the Members of each OXIST Section to represent the interests of those OXIST Sections. For the Junior Ice Dance Section, the elected representative(s) shall come from among the parent members and any members who have reached the age of 18.
- The Club Welfare Officer must be an appropriately qualified individual, proposed by the Committee and endorsed by the voting Members at the AGM.

- The Secretary, Treasurer and Competition Secretary and remaining Committee Members shall normally be elected annually by the Committee from among its Members at the first meeting of the Committee following the AGM.
- The Committee Chair shall be elected by the Committee from among those of its Members who are not already Officers. The Committee Chair must have served on the Committee for the preceding year.
- Committee Members and Officers are normally elected for a period of 3 years
- In the interests of continuity, and as far as is possible, the terms of office should be phased so that not more than half of the posts, and in particular not more than half of the Officers' posts, should fall vacant at any one election.
- The Committee may, under special circumstances, co-opt other members to serve on the Committee. The terms and duration of such co-options must be specified at the time of co-option and must be reported to the next following AGM/EGM
- Persons elected as Committee Members and Officers must, if required by the nature of their role, provide and maintain current and appropriate Safeguarding Clearance, in accordance with best practice and any requirements of NISA.

3.1.1.3 *Operation of the Committee*

- The Committee shall draw up and operate in accordance with Rules of Procedure, which shall be attached as Annex 2 to this Constitution and shall be made available to all Members.
- The Committee shall ensure that proper records are kept of the conduct of business, including Minutes of all meetings.
- Minutes of meetings shall be available to Members for inspection on request.

4 Membership

4.1 Classes of Membership

4.1.1 Any person joining OXIST shall also join one or more of the OXIST Sections.

4.1.2 The following classes of Membership shall be available:

- Full Membership
- Junior Membership
- Parent membership
- Associate Membership
- Honorary Membership
- Honorary Life Membership

4.1.3 The Committee may propose to the AGM, or to an EGM, the creation or termination of additional classes of membership if it considers that it is in the interests of the Club to do so.

4.1.4 Any proposal to create additional classes of membership shall include details of the terms and conditions of the proposed class of membership, together with the proposed membership fee (if any).

4.2 Eligibility and Benefits of Membership

- 4.2.1 The eligibility for and benefits of each class of Membership are set out in detail at Annex 1.

4.3 Membership Fees

- 4.3.1 All Members shall pay the Membership Fee for the Section(s) they join, which shall include an affiliation fee for OXIST.
- 4.3.2 The Scale of Membership Fees and Schedule of Payments for OXIST and for each Section shall be approved annually at the AGM, on the basis of a proposal from the Committee.
- 4.3.3 The approved Scales of Fees and Schedules of Payments shall be attached to this Constitution as Annexes 3 and 4.

4.4 Application for Membership

- 4.4.1 Application for Membership shall be made by submission of a completed Membership Application Form (attached at Annex 5) to any Committee Member.
- 4.4.2 Membership Fees should not be submitted until after a decision has been made on the application.
- 4.4.3 The Membership Application form may be updated from time to time on proposal from the Committee, approved by the AGM.

4.5 Admission to Membership

- 4.5.1 Committee Members shall pass any Application Forms submitted to them to the Secretary as soon as possible after receipt.
- 4.5.2 Decisions on admission to Membership shall be taken by the Committee as soon as practicable after the application is submitted, and not later than the next meeting of the Committee.
- 4.5.3 Accepting Membership of OXIST requires acceptance of the OXIST Code of Conduct attached at Annex 1, which includes the Social Media Policy of NISA. Acceptance of the Code of Conduct of all relevant Sections is also required.
- 4.5.4 Any Member acting in a manner contrary to the Code(s) of Conduct shall have his/her conduct dealt with by the Committee, which shall afford the Member the opportunity of a hearing. The Committee shall have the power to expel the Member by a majority vote of two-thirds of those present and voting. Any Member so expelled shall have the right of appeal to an EGM of the Club called for that purpose.

4.6 Waiting List

- 4.6.1 The Committee may, if necessary, set a cap on membership and may operate a Waiting List for admission to any section of OXIST. The Committee shall inform the Members as soon as possible if a cap and Waiting List are introduced.
- 4.6.2 Applicants will only be admitted to the Waiting List if they meet the appropriate eligibility criteria for the section(s) for which they are applying.

- 4.6.3 Normally, the first qualified eligible person on the Waiting List will be admitted when a vacancy occurs.
- 4.6.4 Any additional terms of operation of the Waiting List will be set out in writing for approval by an AGM/EGM, and will be attached to this Constitution as Annex 6.

4.7 Payment of Membership Fees

- 4.7.1 Membership Fees shall be paid in accordance with the Payment Schedule set out in Annex 3.
- 4.7.2 Payment options
- The annual membership fees, as set in accordance with Article 4.3, may be paid as a single lump sum, in quarterly instalments or in 10 monthly instalments. Payment in 10 instalments must be by standing order.
 - A surcharge will be applied for members who choose to pay in quarterly or in monthly instalments. The details of the surcharges shall be included in the Scale of Fees.
 - The fee for members who join part-way through the year shall be reduced in proportion to the amount of the year remaining before the renewal date.

4.8 Arrears/Failure to pay

- 4.8.1 Failure to pay subscriptions within one month of the date on which they fall due may result in membership being withdrawn.
- 4.8.2 Once a membership is withdrawn, the former member may reapply in writing for readmission, which may be granted at the discretion of the Committee.
- 4.8.3 If a cap on membership is in force, the former member may, at the discretion of the Committee, be placed on the waiting list.
- 4.8.4 A member who experiences or anticipates difficulty in meeting their subscription obligations should consult a Committee Member as soon as possible if they wish to explore options for maintaining their membership.

5 Annual General Meetings

5.1 Arrangements

- 5.1.1 An Annual General Meeting (AGM) shall be held within four weeks following the 1st of September each year.
- 5.1.2 The AGM shall
- consider any proposals brought forward under the terms of this Constitution, and in particular:
 - endorse the appointment of the Club Welfare Officer;
 - elect Committee members for the ensuing three years;
 - set the Scale of Fees and the Schedule of Payments;
 - vote on any amendments to the Constitution;
 - vote on any new or amended Club Policies;
 - consider any other proposals brought forward by the Committee;

- consider any proposals brought forward by the Members;
- appoint the Auditor;
- approve the Accounts;
- receive the audit report.

5.2 Agenda

- 5.2.1 A draft Agenda shall be drawn up by the Secretary and circulated to the Members 3 weeks before the AGM.
- 5.2.2 The draft Agenda shall include, but not be limited to:
- Approval of the Agenda;
 - Approval of the Minutes of the previous meeting;
 - Election of Committee Members
 - Any other items required by the Constitution to be submitted to the AGM;
 - Other items proposed by the Committee
- 5.2.3 Members may propose items for inclusion on the Agenda. Such proposals must be submitted in writing to the Secretary not less than 14 days before the AGM.

5.3 Voting

- 5.3.1 The voting status of the various classes of Members is set out in the Rules of Eligibility and Benefits of Membership at Annex 1.
- 5.3.2 In accordance with NISA requirements, only Members who are 18 years of age or over may vote.
- 5.3.3 Only those voting Members whose subscriptions are up to date shall be entitled to vote at the AGM.
- 5.3.4 In the event of a tied vote, the Chair shall have the casting vote.

5.4 Decisions

- 5.4.1 Each decision taken at the AGM shall be summarised by the Chair during the meeting.
- 5.4.2 A list of all the decisions taken shall be circulated by the Secretary not later than one week after the meeting takes place.
- 5.4.3 Unless decided otherwise by the AGM, all decisions made shall take effect immediately.

5.5 Minutes

- 5.5.1 Minutes of the AGM shall be taken by the Secretary and shall be circulated in draft not more than 4 weeks after the AGM or at the next meeting of the Committee, whichever is the sooner.
- 5.5.2 The minutes shall be submitted for approval to the next AGM.
- 5.5.3 Minutes shall be available for inspection by Members on request.

6 Extraordinary General Meetings

6.1 An Extraordinary General Meeting (EGM) may be called:

- if the Committee deems it necessary;
- upon submission to the Committee of a written request signed by at least ten Members who are eligible to vote and whose subscriptions are in good standing.

- 6.2 Not less than one week's notice must be given of the date of an EGM.
- 6.3 A draft Agenda for the EGM shall be circulated with the notice of the date of the meeting.
- 6.4 The voting rules for an EGM shall be identical to those specified for an AGM (see Article 5.3).
- 6.5 The Secretary shall notify Members of the decision(s) of the EGM not more than 2 weeks after the meeting has taken place.
- 6.6 Unless otherwise decided, any decisions taken at an EGM shall take force immediately.

7 Club Activities

7.1 Skates

- 7.1.1 For sessions of the OXIST Recreational Section, Members and their guests may provide their own skates or hire them from the Rink. Figure or dance skates are preferred. Hockey skates are permitted, but not encouraged. Speed skates with long blades are not permitted.
- 7.1.2 For sessions of the OXIST Junior and Senior Ice Dance Sections, Members must provide their own figure or ice dance skates.
- 7.1.3 Hockey or speed skating is not permitted.

7.2 Coaching

- Coaching may be allowed on OXIST sessions at the discretion of the Committee and with due regard for the interests of all Members.
- Any person providing coaching must meet the Safeguarding requirements in place at the time.

7.2.1 Courses

- In pursuit of its Purpose and Objectives, the Committee may arrange courses for Members and may select the Coaches to conduct those courses.
- The Committee may charge a fee to cover the costs associated with running such courses.

7.2.2 Resident Coaches

- Coaches who normally teach at the home rink of OXIST may, at the discretion of the Committee, be permitted to give individual lessons during OXIST sessions, providing this does not conflict with the Purpose and Objectives of the Club and/or any activities that the Club may undertake.
- The Club shall give due notice (not less than two weeks) to any coaches who may from time to time teach on its sessions if any Club activities are organised which may prevent individual coaching from being undertaken.

7.2.3 Guest coaches

- The Committee may, as appropriate and consistent with any requirements of the management of the home rink, invite Guest Coaches to provide individual or group tuition to Members.

- Any Member who wishes to invite a Guest Coach to the rink to provide personal tuition must consult the Committee not less than 2 weeks in advance of the proposed date of the tuition. The decision on whether to approve the proposed invitation or not is at the absolute discretion of the Committee and shall not be deemed to have set a precedent for the approval or otherwise of any other such requests.
- Any Guest Coaches who have not been granted prior approval by the Committee will not be allowed to attend the session.

7.3 Guests and Visitors

7.3.1 Guests

- At the discretion of the Committee, Members may invite occasional guests who satisfy the skating standards required for OXIST membership to skate at an OXIST session.
- A guest fee, to be established by the Committee, shall be paid for each attendance. The Committee will review the fee from time to time to ensure that it remains appropriate.
- The guest must sign the Guest Book and be counter signed by the Member who is their host.

7.3.2 Visitors

- Visitors who satisfy the skating standards required for OXIST Members may, at the discretion of the Committee, be permitted to skate on OXIST sessions. They shall pay a fee equivalent to the Guest fee, and shall be signed in by a Committee Member.

7.3.3 Where guests or visitors are participating in a Club-organised on-ice event, the participants may continue to skate for the remainder of the session.

7.3.4 The Committee may designate some sessions as for Members only.

7.4 Competitions

7.4.1 The Committee may organise competitions from time to time as they find appropriate.

7.4.2 The rules, terms and conditions of such competitions shall be decided by the Committee.

7.4.3 Competitions may be opened to non-members, on terms and conditions determined by the Committee.

7.5 Other Events

7.5.1 The Committee may organise other events, including but not limited to social and fund-raising events, as they deem necessary.

8 Safeguarding

8.1 OXIST is committed to following best practice as mandated by NISA and any appropriate authorities.

8.2 OXIST will require that any necessary clearances for Officers, Members and others are provided.

8.3 The OXIST Child and Vulnerable Person Policy is attached at Annex 7.

9 Finances

9.1 Accounts

9.1.1 OXIST will maintain proper financial records and report annually to the Members on the state of the finances.

9.1.2 Separate accounts shall be maintained for each OXIST Section.

9.1.3 The Treasurer will oversee the financial affairs of all OXIST Sections. (S)he may, subject to the approval of the Committee, delegate responsibility for the day-to-day affairs of Sections to a deputy or deputies if necessary. In the event of such delegation, the Treasurer will be accountable for the execution of their responsibilities by the deputy/deputies.

9.2 Audit

9.2.1 An auditor shall be elected annually at the AGM to audit the OXIST accounts. No member of the Committee shall be eligible for this appointment.

9.2.2 The auditor shall report annually to the AGM.

9.3 Assets

9.3.1 OXIST shall keep a record of any assets, including but not limited to cash and any items of value (such as trophies etc.) held by the Club.

9.4 Gifts and Sponsorship

9.4.1 OXIST may, if approved by the Committee, accept gifts or sponsorship, providing that to do so would not be detrimental to the Club nor undermine its Purpose and Objectives and is consistent with any rules of the governing body (NISA).

9.4.2 A record of any such Gifts or Sponsorships, together with the terms on which they are accepted, shall be maintained by the Treasurer.

10 Insurance

10.1 As required by law, OXIST carries a Public Liability Insurance. The insurance covers OXIST and any Sections set up by OXIST.

10.2 Notwithstanding this insurance provision, neither OXIST nor its Committee or Officers accept responsibility for any personal injury or loss of personal property arising during OXIST sessions.

10.3 Members participate in OXIST sessions at their own risk and are responsible for arranging their own personal insurance cover.

11 Changes to the Constitution

- 11.1 This Constitution may be amended at an AGM or EGM by a vote of a majority of the Members present and eligible to vote, as specified in this Constitution and the Rules of Eligibility and Benefits of Membership at Annex 1.
- 11.2 Any proposal to amend the Constitution must be submitted in writing to the Secretary and must be supported by the signatures of a minimum of five (5) voting Members whose subscriptions are up to date.
- 11.3 The Committee shall decide whether the proposal can be put to the normal AGM or whether an EGM is required, and shall proceed accordingly.

12 Disputes

- 12.1 Any complaint or dispute concerning OXIST and/or the conduct of the Club's business or activities should in the first instance be raised with the Committee in writing.
- 12.2 The Committee shall advise the complainant within two weeks how the complaint is to be handled.
- 12.3 Wherever possible, any disputes shall be resolved by mutual agreement through discussion between the Committee and the complainant.
- 12.4 If a dispute cannot be resolved by mutual agreement, the Committee will undertake to investigate the issue, and will make a ruling once all parties to the dispute have had an opportunity to put their case.

13 Precedence

- 13.1 In the event of a conflict between this Constitution and any attached documents, this Constitution shall take precedence.

14 Dissolution

14.1 OXIST

- 14.1.1 Any proposal made by the Committee to wind up OXIST shall be put to an AGM or EGM for consideration.
- 14.1.2 If a proposal to wind up OXIST is made by Members, it must be submitted to the Committee in writing and supported by the signatures of no less than ten Members. The Committee will consider how to proceed and inform the proposers and the Members accordingly.
- 14.1.3 Should OXIST be wound up, all assets shall be divided equally between all Members whose subscriptions are up to date.

14.2 Sections

- 14.2.1 Sections may be wound up on a proposal either from the Committee of OXIST or from the Section itself.
- 14.2.2 Any proposal from the Committee of OXIST to wind up a Section shall be put to an AGM or EGM for consideration.
- 14.2.3 Any proposal to wind up a Section that is made by the Section itself must be submitted to the Committee in writing and supported by the signatures of no less than ten Members of that Section. The Committee will consider how to proceed and inform the proposers and the Members accordingly.
- 14.2.4 Should a Section be wound up, all assets shall be divided equally between all those Members of the Section whose subscriptions are up to date.

Annexes

- Annex 1: Rules for Eligibility and Benefits of Membership
Sections
 - Annex 1a OXIST Recreational Section
 - Annex 1b Oxford Junior Ice Dance Club
 - Annex 1c Oxford Senior Ice Dance Club
- Annex 2: Rules of Procedure for OXIST Committee
- Annex 3: Scale of Membership Fees
- Annex 4: Schedule of Payment
- Annex 5: Membership Application Form
- Annex 6: Membership Cap and Waiting List
- Annex 7: Child and Vulnerable Person Policy