

NOTTINGHAM SYNCHRONIZED SKATING ACADEMY

CONSTITUTION

1. Name and Affiliation

- 1.1 The Academy shall be called the Nottingham Synchronized Skating Academy (NSSA), and will be affiliated to the National Ice Skating Association (NISA).

2. Aims

- 2.1 The aims of the NSSA are:
- 2.2 To foster and promote the sport of Synchronized Skating at all levels providing opportunities for recreation and competition.
- 2.3 To develop young people's self-esteem, self-reliance, and fortitude through participation in competitive sport.
- 2.4 To develop individuals and the squad as a whole to reach the highest standards in synchronized skating.
- 2.5 To achieve national and international recognition.

3. Membership

- 3.1 Membership of the NSSA comprises all people participating in synchronized skating at the National Ice Centre (NIC), Nottingham, and paying full participation fees.
- 3.2 Skaters must hold Silver Passport Skate UK (or equivalent). In exceptional circumstances, skaters may be invited to join at Foundation level where they will complete the minimum qualification through the NSSA structured progression route.
- 3.3 All skaters taking national tests or selected to participate in competitions must be members of NISA.
- 3.4 There shall be three classes of membership available. These are:
- 3.5 Senior skater member.
- 3.6 Junior skater member – under 18 years of age.
- 3.7 Associate member – one parent or one guardian of a senior or junior skater member.
- 3.8 Membership will be suspended if fees and competition costs are not maintained according to Academy requirements
- 3.9 Members will be ineligible to vote on Academy matters if their accounts are not maintained according to Academy requirements
- 3.10 Members are not eligible to stand for committee positions if their accounts are not maintained according to Academy requirements
- 3.11 All members will be subject to the constitution and codes of conduct adopted by the Academy, and the General Committee reserves the right to suspend the membership of any member failing to comply.
- 3.12 No person shall be refused membership on the grounds of race, colour, creed, religion, gender, sexual preference, impairment or disability.

4. Officers

- 4.1 The Officers of the NSSA shall be as follows:
 - Chairperson,
 - Vice-Chair or Two Co-Vice Chairs *
 - Welfare Officer/s
 - Secretary

Treasurer
Squad Manager/s – Foundation
Squad Manager/s – Juvenile
Squad Manager/s – Advanced Novice
Squad Manager/a – Basic Novice
Squad Manager/s – Mixed Age
Squad Manager/s – Junior

* To allow for a succession planning scenario, it is possible either to have one Vice Chair or two Co-Vice Chairs for a season. The two Co-Vice Chair option requires one to be an existing Chair or Vice Chair.

5. Election of Officers

- 5.1 All Officers shall be elected at the Annual General Meeting of the NSSA, from and by the Associate and Senior members of the Academy.
- 5.2 Should a Senior member exercise their vote, the corresponding Associate member will not be able to vote during election of officers.
- 5.3 All Officers are elected for a period of one year, but may be re-elected to the same office or another office the following year.
- 5.4 Where positions are uncontested, nominations received will be ratified at the Annual General Meeting
- 5.4 Nominations of candidates for election as officers shall be made in writing to the Secretary/Chair at least 14 days in advance of the Annual General Meeting date.
- 5.5 Nominations can only be made by Associate members and must be seconded by another Associate Member.
- 5.6 The coaches of NSSA can express their preferences for Officers intending to be squad managers but are not entitled to cast a vote.

6. Running of the Academy

- 6.1 The academy will be controlled by a general committee comprising of the Officers of the NSSA, who shall each have one vote.
- 6.2 One member of the coaching team is invited to attend each committee meeting but may not vote.
- 6.3 The duties of the general committee shall be:
- 6.4 To control the affairs of the Academy on behalf of the members.
- 6.5 To keep accurate accounts of the finances of the club through the Treasurer. The accounts should be available for reasonable inspection by members and may be audited before every annual general meeting. The Academy shall maintain a bank current account and the following officers shall be authorised to sign Academy cheques: any two from Chairperson, Vice-Chairperson, Treasurer and Secretary. The Treasurer should ensure that the Academy's funds always have a positive balance. The financial year shall run from 1st April to 31st March, after which a statement of accounts shall be produced.
- 6.6 To co-opt the following additional members of the Committee and others as the Committee feels this is necessary:
 - Club Photographer
 - Field Moves Coordinator
 - Synchro Development Sessions Coordinator
 - Fundraising Coordinator
 - Social Events Coordinator
 - Costume Coordinator
 - Skating Events Coordinator (including competitions and gala)
 - Triallist Co-ordinator

Co-opted members shall not be entitled to a vote on the Committee.

6.7 The general committee shall meet at agreed intervals and not less than six times per year.

6.8 To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chairperson shall be entitled to an additional casting vote.

6.9 A minimum of seven committee members are required for committee votes to be quorate.

7. Annual General Meeting (AGM)

7.1 The Annual General Meeting shall be held not later than the end of June each year. 21 clear days written notice shall be given to members of the Annual General Meeting by e-mail and by notice on the NSSA website. Members wishing to place an item on the agenda for the AGM should do so at least 14 days before a meeting. The Secretary shall circulate or give notice of the agenda for the meeting to members not less than 7 days before the meeting.

7.2 The business of the Annual General Meeting shall be to:

7.3 Confirm the minutes of the previous AGM and any Extraordinary General Meetings held since the last AGM.

7.4 To receive the Treasurer's report.

7.5 To receive the Chairperson's report.

7.6 To receive the Coaches' report.

7.7 To receive the Squad Managers' report.

7.8 To elect the Officers of the Academy.

7.9 To review Academy subscription rates and agree them for the forthcoming year.

7.10 To transact such other business received in writing by the Secretary from members 14 days prior to the meeting and included on the agenda.

7.11 At all AGMs, or Extraordinary General Meetings (EGM), the Chair will be taken by the Chairperson or Vice Chairperson.

7.12 Decisions made at an AGM or EGM shall be by a simple majority of votes from those Senior and/or Associate Members attending the meeting. In the event of equal votes, the Chairperson shall be entitled to an additional casting vote.

7.13 Each Senior and Associate member of the club shall be entitled to one vote at AGMs or EGMs. If the Senior member votes then the corresponding Associate member is not entitled to a vote. If a Senior or Associate member is unable to attend an AGM or EGM, they may notify the Chairperson of their vote at least 48 hours prior to the meeting.

7.14 A quorum for an AGM or EGM will be those in attendance.

8. Extraordinary General Meeting (EGM)

8.1 An EGM may be called by:

(i) The Chairperson

(ii) The General Committee through a majority vote or

(iii) 25% of the Senior and Associate membership.

8.2 Notice, agenda requirements and voting entitlement for an EGM shall be the same as for an AGM.

9. Amendments to Constitution

9.1 Amendments to this Constitution may be made only at an AGM or an EGM and must be carried by a two-thirds majority.

10. Dissolution

10.1 If at any General Meeting of the Academy, a resolution be passed calling for the dissolution of the Academy, the Secretary shall immediately convene an Extraordinary General Meeting of the Academy to be held not less than one month thereafter to discuss and vote on the resolution.

If at the EGM, a resolution is carried by at least a two thirds majority of the Senior and/or Associate members present at the meeting, the General Committee shall thereupon, or at such a date as shall have been specified in the resolution, proceed to realise the assets of the Academy and discharge all debts and liabilities of the Academy. Any surplus funds shall be distributed to a sport club with similar aims.

11. Declaration

11.1 It is hereby certified that this document represents a true and most up to date version of the Constitution of the Nottingham Synchronized Skating Academy, voted and accepted by the membership at the AGM on 21st May 2017

Signatures:

Chairperson..... Date.....

Secretary..... Date.....