

BASSINGBOURN SNOWSPORTS CLUB CONSTITUTION

Approved at EGM held on 11 January 2012.

Comment [DGS1]: Previous constitution on WEB was approved in 2002, but there have been approved changes since then.

1 TITLE.

The name of the club is BASSINGBOURN SNOWSPORTS CLUB. It is a joint Military/Civil organisation run by the Management Committee (see Paragraph 7). The Club is located at Bassingbourn Snowsports Centre, Army Training Regiment, Bassingbourn. The Club's postal address is Bassingbourn Barracks, Royston, Hertfordshire, SG8 5LX.

2 OBJECTIVES.

The objectives of the Club shall be to encourage, promote and provide facilities for skiing, snowboarding and other associated activities.

3 MEMBERSHIP.

Membership (at the discretion of the Management Committee) is open to serving members of HM Forces and to civilians upon payment of such subscriptions and charges as shall be set by the Management Committee. HM Forces personnel at Bassingbourn will normally be accepted as adult members of the Centre and will receive a newsletter upon request. Classes of membership shall be determined by the Management Committee and shall be published in the Clubhouse.

4 SECURITY.

- a) The Commanding Officer has the right to close the ski slope or to prohibit entry to the Barracks at any time without reason.
- b) All people entering the Barracks are subject to a security check and may be refused entry at any time without reason. This check may vary from an inspection of membership cards to a thorough examination of a vehicle and demands for further proof of identity. Club members must appreciate the necessity for this and must co-operate at all times.
- c) The only areas of Bassingbourn Barracks open to Club members are those described in agreement or licence made between the Secretary of State of Defence and the Trustees of the Club. All other areas are strictly OUT OF BOUNDS.

5 SUBSCRIPTIONS.

Subscriptions are annual and shall be payable as per the scale of fees published each Autumn.

Comment [DGS2]: Change approved at 2006 AGM

6 FUNCTIONAL COMMITTEES.

- a) The affairs of the Club shall be managed by a number of Functional Committees. Each Committee shall have its own Chairman, who shall be a member of, and shall be appointed by, the Management Committee, and a Secretary. Each Committee shall provide written reports to the Management Committee, which are to be received by the Club Secretary at least 2 weeks before the Management Committee meeting at which they are to be read. The following Committees shall be formed:

6.1 The Finance Committee.

This Committee shall comprise at least the Trustees of the Club under the Chairmanship of the Treasurer. In exercising its responsibilities, the Finance Committee shall seek professional accounting advice should no member of the Committee have a professional knowledge of accounting.

6.2 The Staff Committee.

This Committee shall comprise representatives from the Instructors and Supervisors of the Club, together with the Bookings Secretary.

6.3 The Membership Committee.

This Committee should comprise at least 5 Voting Club Members.

6.4 The Maintenance and Equipment Committee.

This Committee should comprise at least 5 Voting Club Members.

6.5 The On-Slope Activities Committee.

This Committee shall comprise representatives from each area that uses the slope. All representatives shall be Voting Club Members.

6.6 The Disciplinary Committee.

This ad hoc Committee shall be convened to investigate any disciplinary matter affecting a Club Member. It shall comprise the Vice-Chairman of the Club, who shall act as Chairman of the Committee, plus 2 members of the Management Committee. In exercising its responsibilities, the Disciplinary Committee shall ensure that no members of either the Disciplinary or Appeals Committee have any connection with the case being heard. Where the Club Chairman or Vice Chairman have a connection with the case, then the Vice Chairman shall replace the Club Chairman on the Appeals Committee and the Treasurer shall replace the Vice Chairman on the Disciplinary Committee.

6.7 The Appeals Committee.

This ad hoc Committee shall be convened to investigate any appeal by a Club Member following a Disciplinary Committee hearing. It shall comprise the Chairman of the Club, who shall act as Chairman of the Committee, plus 2 different members of the Management Committee. In exercising its responsibilities the Appeals Committee shall ensure that no members of the Committee have any connection with the appeal being heard. Where the Club Chairman has a connection with the appeal, then the Vice Chairman shall replace the Club Chairman on the Appeals Committee and the Treasurer shall replace the Vice Chairman on the Disciplinary Committee.

- b) With the exception of the Disciplinary and Appeals Committees, the President/Military Representative, Chairman, Vice Chairman and Treasurer shall be on all committees **exofficio**.
- c) Functional Committee quorums shall be equal to one half of the Committee members plus one.
- d) Functional Committee decisions shall be by the majority of those Voting Club Members present, the Chairman of the meeting having the casting vote.

7 MANAGEMENT COMMITTEE.

- a) The affairs of the Club shall be directed by a Management Committee, which shall, with the exception of the President and Military Representative, be elected from the Voting Club Members of the Club. With the exception of the President and Military Representative, at least one third of the Committee shall retire by rotation annually; one of whom will be a Trustee. In the event that the Management Committee resigns en block, the President/Military Representative shall act as Chairman until a new Chairman has been elected in accordance with the rules detailed in Paragraph 11. The Management Committee shall meet at least 4 times a year and be made up as follows:
- President – (ex-officio) Commanding Officer, ATR Bassingbourn.
 - Chairman – (Trustee).
 - Vice Chairman – (Trustee).
 - Treasurer – (Trustee).
 - Club Secretary.
 - Military Representative – Appointed by the Commanding Officer, ATR Bassingbourn.
 - A further 8 Elected Voting Club Members.
- b) The Management Committee shall have the power to:
- 1) Fill any vacancy on the Management Committee that may occur. Persons so appointed shall have voting rights but shall stand down at the next General Meeting, seeking re-election should they so wish. The newly elected member can then serve for the remainder of that post's term.
 - 2) Co-opt additional (non-voting) members on to the Committee.
 - 3) Appoint from time to time such ad-hoc Committees as may be necessary to ensure the smooth running of the Club. Where such Committees are appointed the Management Committee shall provide them with Terms of Reference.
- c) The President has the right of veto on any decision that conflicts with the military interests of the Barracks and the Security of Military Personnel stationed at the Barracks.
- d) A quorum shall comprise 2 Trustees and a further 5 Management Committee members. Where decisions need to be made that affect the Barracks then the President or Military Representative must be present.
- e) Decisions shall be by the majority of those voting Management Committee members present, the Chairman of the meeting having the casting vote.
- f) **The** Chairman and Vice Chairman may not hold the same office for more than 2 consecutive 3-year terms unless unopposed at an AGM. The Treasurer may not hold the same office for more than 2 consecutive 3-year terms. Other members of the Management Committee may seek re-election to the post they hold at the end of their post's 3-year term.
- g) Members of the Management Committee may not be undischarged bankrupts.
- h) Terms of Reference for the Functional Committees shall be set by the Management Committee and be published in the Clubhouse.

Comment [DGS3]: Change approved at 2005 AGM

8 DISCIPLINE.

- a) All members are expected to act in the best interests of the Club. Any member may, following an investigation by the Disciplinary Committee, be reprimanded, or removed from the membership list for breach of the rules of the Club, for bringing the name of the Club into disrepute, or for acts of malicious damage to Club property.
- b) Any member so disciplined has the right of appeal to the Appeals Committee. If the Appeals Committee upholds the decision of the Disciplinary Committee, the Club retains the right to recover any costs incurred. Any member so removed shall forfeit all the dues paid to the Club.

9 USE OF SLOPE.

- a) Such rules as may be necessary for the running of the Club shall be decided by the Management Committee and posted in the Clubhouse. All slope users are required to adhere to these rules.
- b) The Duty Instructor and/or Supervisors have authority concerning all matters of safety and behaviour within the Club environs.
- c) Only those Ski Instructors who are registered with, and approved by, the Club may provide instruction on the slope.
- d) The Management Committee shall have final ruling concerning closures of the slope.
- e) When so required, organised military instruction (as opposed to the use by individual members of HM Forces) shall have priority use of the Club.

10 CLUB EQUIPMENT.

All equipment owned by the Bassingbourn Snowsports Club is available for use by Club members and visitors to the slope. Authority to buy or sell Club Equipment is vested in the Management Committee.

11 GENERAL MEETINGS.

- a) Voting Club Members shall be notified in writing ~~or by eMail~~ of the date of a General Meeting at least 5 weeks in advance of the date and invited to submit items for the Agenda, with, if required, nominations for the Management Committee. The date of the meeting shall also be published in the Clubhouse.
- b) The Annual General Meeting shall not be held later than the end of March each year for the purpose of: receiving the Chairman's Report; receiving the Annual Finance Report for the year ending the previous 31st ~~August~~; electing new Management Committee members; and transacting any business brought forward by the Management Committee, or by Voting Club Members who have given at least 3 weeks' notice in writing of the business.
- c) ~~e. An Extraordinary General Meeting may be called by the Management Committee or in response to a signed request by at least 10 per cent of the current Voting Club Membership.~~ An EGM may be called
 - 1) either in response to at least 10% of the current Voting Club Membership (with 5 weeks' notice as per 11a)
 - 2) or by the Management Committee with 7 days' notice, provided that they have the agenda approved by the same number of non-committee members, as the number elected committee members (i.e. if there are 10 committee members, the agenda needs to be approved by 10 members that are not on the committee). The agenda and the list of sponsors must be sent out with the notice.
- d) All motions shall have a proposer and a seconder. Motions proposed by the Management Committee shall not require a seconder.

Comment [DGS4]: Change approved in at 2005 AGM

Comment [DGS5]: Approve 2010, changing year end

Comment [DGS6]: Jan-2013
Change to allow management committee to call EGMs at short notice, approved 11-Jan-2013

- e) All nominations for the election of Management Committee Members must be made in writing to the Club Secretary, to be received 3 weeks prior to the appropriate meeting and shall have a proposer, seconder and the signature and approval of the nominee. All nominees for election shall be posted in the Clubhouse and circulated with ballot papers to all Voting Club Members at least 2 weeks prior to the meeting to enable postal votes to be cast. Nominees must have a minimum of one year's membership at the date of election or appointment.
- f) Decisions shall be made as follows:
 - 1) Management Committee Posts. By the majority of those Voting Club Members present and those postal votes received by the Club Secretary prior to the start of the meeting. Postal votes shall be opened once it has been confirmed that the Voting Club Member submitting the postal vote is not present and once the ballot papers of those Voting Club Members Present have been collected. All votes shall be counted together. In the event of a tie, there shall be re-ballot of all Voting Club Members present. Should this result in a further tie then the Chairman of the meeting shall have the casting vote.
 - 2) Agenda Items. By the majority of those Voting Club Members present, the Chairman of the meeting having the casting vote.
 - 3) Amendments to the Constitution. As detailed in Paragraph 13 below.

12 TRUSTEES OF THE CLUB.

The Club is required to have 3 trustees, who shall be the Chairman, Vice Chairman and Treasurer.

Ultimate responsibility for contracts entered into by the Club resides with the Trustees, who have the power to delegate authority to facilitate such actions as are necessary for the running of the club.

The rules governing the election of the Trustees are as follows:

- a) Trustees shall be Voting Club Members who have been Voting Club Members for at least one year.
- b) When the Chairman vacates his post part way through the post's 3-year rotational cycle:
 - 1) The Vice Chairman shall take over as Chairman until the next General Meeting.
 - 2) The Management Committee shall elect a new Vice Chairman from within the Management Committee to serve until the next General Meeting. If no person is elected an Extraordinary General Meeting shall be called within 6 weeks to elect a Vice Chairman.
- f) When the Vice Chairman or Treasurer vacates their post during the year the Management Committee shall elect a replacement from within the Management Committee to serve until the next General Meeting. If no person is elected an Extraordinary General Meeting shall be called within 6 weeks to elect a Vice Chairman/Treasurer as appropriate.
- g) Where Trustees change part way through the 3-year rotational cycle, the newly elected Trustee can serve for the remainder of that post's term, whereupon they may seek reelection, subject to the requirements of Paragraph 12.f. above.

Comment [DGS7]: Approved 26-Mar-10 to enable signing of leases etc/.

13 AMENDMENTS TO THE CONSTITUTION.

Proposals to amend the Club's Constitution shall be discussed by the Management Committee and circulated to all Voting Club Members with the Agenda for the General Meeting at which they are to be discussed and voted upon. Decision on the amendments shall require a two-thirds majority vote of those Voting Club Members present.

14 ROTATIONAL DATES.

For the purposes of this Constitution and the requirements of Paragraph 6.a. above, the rotational dates for each of the Management Committee posts shall be as shown at Annex A, with a start date of 2003.

15 DISSOLUTION OF THE CLUB.

In the event that the Club should have to be dissolved, the Management Committee shall be responsible for the disposal of the Club's equipment and assets, with profits from such sales being used to pay the Club's creditors and any outstanding bills. Any monies remaining after all creditors and bills have been paid shall be equally divided between ERSA and the ESC, or their succeeding bodies.

16 REVIEW OF THE CONSTITUTION.

The Management Committee shall review this Constitution annually.

17 Annex:**17.1 Rotational Dates for the Management Committee.****ANNEX A TO BASSINGBOURN SNOWSPORTS CLUB CONSTITUTION**
ROTATIONAL DATES FOR THE MANAGEMENT COMMITTEE

The rotational dates for the Management Committee of the Bassingbourn Snowsports Club are as follows:

Management Committee Post	Year 1	Year 2	Year 3
Chairman			X
Vice Chairman		X	
Treasurer	X		
Club Secretary			X
Management Committee Post 1		X	

Management Committee Post 2	X		
Management Committee Post 3			X
Management Committee Post 4		X	
Management Committee Post 5	X		
Management Committee Post 6			X
Management Committee Post 7		X	
Management Committee Post 8	X		

Notes:

1. The start date for the rotation shall be 2003.
2. Management Committee Post numbers shall be decided immediately following the 2002 Annual General Meeting when the posts shall be filled for the first time under this Constitution.