



12th January 2021

Dear Member,

Special General Meeting of the Aldwych Speed Club

Attached to this letter is a formal Notice of a Special General Meeting of the Club ("SGM") to consider several changes to the Club Rules. The meeting will be held by Zoom Videoconference on Thursday 18th February at 8:30pm. Please see the Notice for further details.

My letter of 14th December explained the proposed changes and invited comments or additions to the proposals. This consultation period ended on 11th January and only one matter has been raised. This was a suggestion by a Member that the replacement term for "Auditor" should be "Examiner" rather than "Reviewer" since the former is the more common term used by unincorporated organisations such as our Club.

The Committee has accepted this proposal and has made the required changes to the Resolutions to be determined at the SGM. The Agenda with the revised Resolutions and the revised Rules of the Club are attached to the Notice.

Due to the continuing COVID-19 restrictions on physical meetings, the SGM will be held by Videoconference.

Note that, in order for a change in the Rules to be adopted, a majority of two-thirds of the Members present at the SGM must vote in favour of the change.

I look forward to seeing you at the SGM.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Peter Carr".

Peter Carr
Chair

The Secretary
Aldwych Speed Club
4 Park Chase,
Guildford.
GU1 1ES

secretary@aldwychspeedclub.com



Aldwych Speed Club

Skating at the Guildford Spectrum

Secretary: Jonathan Barlow
secretary@aldwychspeedclub.com

The Secretary
Aldwych Speed Club
4 Park Chase,
Guildford.
GU1 1ES

12th January 2021

NOTICE OF SPECIAL GENERAL MEETING

A Special General Meeting of the Aldwych Speed Club ("SGM") to determine proposed Changes to the Rules of the Club will be held by Zoom Videoconference on Thursday 18th February 2021 at 8:30pm

Details for joining the videoconference will be sent to you separately. Please note that you must first register for the meeting using the link provided. Only then will you be sent the link for the meeting. This is the procedure used for the AGM last November. Please contact Paul Ellis if you have any difficulty with registration: paul.w.ellis@btinternet.com

The Agenda for the SGM showing the Resolutions to be voted on is attached to this notice.

All club members are entitled to attend the SGM. Only the following, however, may cast a vote at the meeting **and must have paid their subscriptions in order to vote.**

Full members** [see note below]

Junior members who have passed the age of 16 at the date of the meeting**[see note below]

HLVP Members

** A member shall not be entitled to vote at a General Meeting unless at least four calendar months have passed between the date that such member was approved for membership by the Committee and the date of the General Meeting.

Please also note the only matters that may be discussed at the meeting are the Resolutions on the attached Agenda.

Jonathan Barlow
Secretary
Aldwych Speed Club

ALDWYCH SPEED CLUB

Special General Meeting

Date	Thursday 18 th February 2021
Venue	Zoom Videoconference
Time	8:30 pm

AGENDA

ITEM 1. Open meeting and confirm that a quorum is present (10 Full Members)

ITEM 2. Rule Change Resolutions

Passing the following Resolutions will result in changes to the Rules of the Club, and therefore a majority of at least two-thirds of the Members present and eligible to vote is required to pass each Resolution, as prescribed by Club Rule 40.1

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RESOLUTION 1

That the document attached and marked “Rules of the Club Adopted at the SGM on 18th February 2021” be and are hereby adopted and shall replace the existing Club Rules.

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NOTE: If Resolution 1 is passed, no further Resolutions will be determined. Otherwise the following Resolutions will be put to the Meeting:

In Resolutions 2-19, “the Rules” or “Rule” are references to the Rules of the Club Adopted on 5th July 2006 as amended.

The proposed amended wording of certain Club Rules is shown below in bold italics solely to assist your understanding of the changes. Minor amendments are not highlighted in this way.

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RESOLUTION 2

That all references in the Rules to a specific gender such as “he”, where intended as references to any gender, shall be replaced with references to non-specific gender such as “they” and any consequential changes to wording be made as required.

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RESOLUTION 3

That all references in the Rules to “Chairman” be replaced by “Chair” and any consequential changes to wording be made as required.

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RESOLUTION 4

That references in the Rules to “NISA” shall be replaced by references to “British Ice Skating” or “BIS” with consequential amendments as required.

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RESOLUTION 5

That Rule 4.3 shall be replaced with the following:

4.3 Membership of the Club shall be confined to amateurs **and to Eligible Persons as defined by British Ice Skating ("BIS")**.

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RESOLUTION 6

That Rules 5.3 and 7.5 shall be replaced with the following:

5.3 An Associate Member of the Club is a Member who has paid the relevant current annual subscription **and is at least 16 years of age**.

7.5 An Associate Member is not entitled to vote at a General Meeting, to serve on the Committee or to represent the Club in Competitions **but may serve as an Examiner of Accounts**.

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RESOLUTION 7

That in Rules 7.10 and 7.12 the words "1st September" shall be replaced with the words "1st July" and that Rule 7.13 shall be replaced with the following:

7.13 Where a person becomes a Member on or after **1st March** in any year, their annual subscription will expire on **30th June** in the following year.

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RESOLUTION 8

That Rule 10.6 shall be replaced with the following:

10.6 All General Meetings shall be held where the Committee decides **and may be held by videoconference**.

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RESOLUTION 9

That new Rule 11.2 shall be added as follows:

11.2 If a quorum is not present, the Committee must promptly give Notice of at least seven days of a revised date for the General Meeting, at which only business that was to be conducted on the original date may be considered.

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RESOLUTION 10

That Rules 12.1 and 30.2 shall be replaced respectively with the following:

12.1 The Chair of the Club will preside at General Meetings. If the Club does not have a Chair or if the Chair ***is unable to attend or*** is more than 15 minutes late those Committee members present can choose one of their number to chair the meeting.

30.2 The Chair will chair all Committee meetings. If there is no Chair or the Chair ***is unable to attend or*** is not present within 5 minutes of the appointed time the Committee members present must choose one of themselves to chair the meeting.

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RESOLUTION 11

That Rule 14.3 shall be amended and new Rule 14.4 shall be added as shown below and the numbering of subsequent clauses of Rule 14 be amended accordingly:

14.3 Following a call for a Ballot ***and unless the meeting is being held by videoconference***, the chair shall distribute ballot papers to those Members eligible to vote and present at the meeting.

14.4 If the meeting is held by videoconference then on a call for a Ballot voting shall be by electronic poll ("Poll"). Prior to any such Poll, the Committee shall take reasonable steps to ensure that only those Members participating in the videoconference and eligible to vote may register a vote in such Poll.

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RESOLUTION 12

That Rule 15.1 shall be replaced and new Rule 18.3 be added and Rule 32 and Rule 33 be replaced with the following:

15.1 The Officials of the Club are as follows: President, Vice-President, Chair, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Head Coach, Assistant Head Coach, Club Captain, Club Vice-Captain, Competition Secretary, Equipment Officer, Media Secretary, Welfare & Safety Officer, Long Track Representative **and two Examiners of Accounts (“Examiners”)**, all of whom shall be elected at the AGM.

18.3 Notwithstanding Rule 18.2, a person standing for election as an Examiner may be an Associate Member or, should the Committee so determine, be a non-Member with relevant expertise.

REVIEW OF THE ACCOUNTS

32. Duty to appoint Examiners

32.1 Two **Examiners** must be appointed to **review** the Club’s revenue account and balance sheet for every financial year (the “Accounts”).

32.2 The Club’s financial year ends on the **31st May**.

32.3 The **Examiners** must be appointed by resolution at every AGM except that the Committee may appoint **an Examiner** to fill any casual vacancy occurring between AGMs.

33. Review and provision of Report and Accounts

33.1 Prior to the AGM the Treasurer **must provide a Report on the Accounts for review**.

33.2 The **Examiners shall review** the Report and Accounts and agree any changes with the Treasurer. Where the Treasurer does not agree with the changes proposed by the **Examiners**, the matter shall be raised at the next Committee meeting and the **Examiners** will discuss with the Committee the changes required. At the end of the meeting any changes to the Accounts still required by the **Examiners** will be made and, if the Committee so determines, a note of the differences of opinion will be added to the Treasurer’s Report.

33.3 The Report and Accounts shall be circulated to the Members with the Notice of the AGM.

33.4 A copy of the Accounts duly **reviewed** and signed by the **Examiners** must be laid before the AGM.

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RESOLUTION 13

That Rule 15.3 shall be replaced with the following:

15.3 The Head Coach and Assistant Head Coach should have a minimum coaching qualification of **BIS Short Track Level 2 Development Coach** or such alternative qualification or experience as the Committee shall determine from time to time.

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RESOLUTION 14

That Rules 19.4 and 19.5 shall be replaced with the following:

19.4 If there are two or more candidates for a position a Ballot **or Poll** will be held. In the case of a Ballot the candidate with the most votes, as certified by two scrutineers appointed by the chair of the meeting, must be declared elected. ***In the case of a Poll the results of the vote shall be shown to the meeting and the candidate with the most votes must be declared elected.*** In the event that the votes are split equally between two or more candidates, the chair is entitled to a casting vote in addition to their vote as a Member.

19.5 The scrutineers' certificate, ***Poll result*** or, in the event of the chair exercising a casting vote the chair's declaration as to the result of the vote, is conclusive.

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RESOLUTION 15

That Rule 27.1 shall be replaced with the following:

27.1 The Committee can decide when ***and where*** to have meetings and how they shall be conducted ***and can hold meetings by videoconference***. The Committee can also adjourn its meetings.

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RESOLUTION 16

That in Rule 29.1 the reference to Rule 4.3 shall be replaced with a reference to Rule 4.4

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RESOLUTION 17

That Rule 34.1.1 shall be replaced with the following:

34.1.1 Name, ***email address***, postal address and telephone number;

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RESOLUTION 18

That Rule 43.4 shall be replaced with the following:

43.4 The logo shall include the words "Founded 1908" ***except where this is impractical.***

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RESOLUTION 19

That Rule 45 shall be replaced in its entirety with the following, except that any Definition that is specific to a Resolution that is not passed shall be omitted or amended to suit the Rules as approved by Members at this General Meeting:

DEFINITIONS

45. Definitions

45.1 Except where the context requires otherwise, the singular includes the plural and the masculine includes the feminine.

45.2 The words and expressions capitalised below are defined or explained in the Rules indicated below.

“Accounts” means the Club’s revenue account and balance sheet for every financial year.

“Annual General Meeting” or “AGM” means the meeting of Members held annually as required by Rule 8

“Associate Member” means a non-skating and non-voting Member of the Club paying a reduced subscription and having restricted rights as defined in Rule 7.

“Ballot” means a secret vote taken by means of voting slips or otherwise.

“BIS” means British Ice Skating (the trading name of the National Ice Skating Association of the United Kingdom Limited), its successors and assigns.

“Chair” when capitalised shall mean the Official elected to lead Committee Meetings and General Meetings of the Club.

“chair” means a Full Member chosen to act in the absence of the Chair.

“Club” means the Aldwych Speed Club.

“Committee” means the committee of the Club as defined in Rule 16 with the powers defined in Rule 24.

“Delivered” means delivered by email or post or such other means of communication permitted by the Committee and agreed with the Member concerned.

“Eligible Person” means a (Full) Eligible Person or (Retained) Eligible Person as defined by BIS.

“Examiner” or “Examiner of Accounts” has the role described in Rules 32 and 33.

“Full Member” has the meaning defined in Rule 5.

“General Meeting” means either an AGM or a Special General Meeting.

“Guest Member” has the meaning defined in Rule 5.7

“Honorary Life Vice President” or “HLVP” has the meaning defined in Rule 5.

“Indemnity” means a form of indemnity prescribed by the Committee that indemnifies the Club and its Members from any claim for loss, damage, injury or consequential damages that might otherwise be made them by a non-Member.

“Junior Member” has the meaning defined in Rule 5.

"Member" means any member of the Club, whether a Full Member, Junior Member or Associate Member.

"National Squad" means the group of skaters who have been chosen by BIS to receive full time development training and grants and who have no other employment.

"Non-Skating Member" has the meaning defined in Rule 5.5

"Notice" means any formal notice required under the Rules.

"Officials" means the Officials of the Club as defined in Rule 15.

"Petition" means a petition for the winding up of the Club as defined in Rule 38.

"Poll" means a vote taken by electronic means as described in Rule 14.4

"Register" means the register of Members defined in Rule 34.

"Revised Notice" has the meaning defined in Rule 10.3

"Rules" means the rules of the Club as defined in this document.

"Special General Meeting" means a General Meeting that is not the AGM.

"Trial Member" has the meaning defined in Rule 5.6

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END OF RESOLUTIONS

ITEM 3. Chair to close the SGM



Rules of the Club

Adopted at the SGM on 18th February 2021

Amendments to the Rules Adopted on 18 February 2021

RULES OF THE ALDWYCH SPEED CLUB
Table of Contents

[TO BE COMPILED AFTER THE SGM HAS DETERMINED THE FINAL RULE CHANGES]

Throughout these Rules, except where the context requires otherwise, the singular includes the plural and the masculine includes the feminine.

NAME, OBJECTS, HEADQUARTERS

1. Name

- 1.1. The name of the Club is "Aldwych Speed Club".
- 1.2. The use of the name is governed by Rule 43.

2. Objects

- 2.1. The objects of the Club are:
 - 2.1.1. to promote skating in all its branches and specifically to promote and develop speed skating and to encourage people of all ages, gender and experience to adopt the sport;
 - 2.1.2. to purchase and hold any assets or rights that may be necessary to further the objects of the Club;
 - 2.1.3. to sell or dispose of any part of its assets for such consideration as the Club may think fit;
 - 2.1.4. to borrow or raise, in such manner and upon such terms and conditions as it thinks fit, money for the purposes of the Club;
 - 2.1.5. to make contributions to, or incur expenditure in connection with, any co-operative, educational, charitable or social activity that assists in furthering the objects of the Club.
- 2.2. The Club shall have the power to do all things that the Committee may think expedient for, or incidental or conducive to, the carrying out of all or any of the objects in Rule 2 in any part of the world.

3. Headquarters

- 3.1. The headquarters of the Club will be at the Spectrum Leisure Centre, Guildford, or wherever else the Committee decides.

MEMBERSHIP

4. Qualification for Membership

- 4.1. Any person may apply to become a Member of the Club.
- 4.2. In the case of an applicant less than 16 years old applying to become a Junior Member of the Club:
 - 4.2.1. a parent or guardian must counter-sign the application, and
 - 4.2.2. a parent or guardian must be a Full Member of the Club and pay the relevant annual subscription fees for themselves and such Junior Member.
- 4.3. Membership of the Club shall be confined to amateurs and to Eligible Persons as defined by British Ice Skating ("BIS").
- 4.4. No person may become a Member of the Club unless they have:
 - 4.4.1. been proposed and seconded by Full Members and the application has been approved by at least 75% of the Committee members present at their next scheduled meeting;
 - 4.4.2. paid the relevant annual subscription fee.

- 4.5. The annual subscription fees for Full Members, Junior Members and Associate Members shall be determined by resolution at the Club's Annual General Meeting ("AGM").
- 4.6. The subscription fees and training fees for Trial Members and for Guest Members shall be determined by the Committee from time to time.
- 4.7. The Rules of the Club are binding on the Club and its Members.

5. Membership Classes

- 5.1. A Full Member of the Club is a member who is at least 16 years old and has either paid the relevant current annual subscription or is a Junior Member who reaches the age of 16 years or is an HLVP.
- 5.2. A Junior Member of the Club is a member who has paid the relevant current annual subscription and has not reached the age of 16 years.
- 5.3. An Associate Member of the Club is a member who is at least 16 years old and has paid the relevant current annual subscription.
- 5.4. An Honorary Life Vice-President ("HLVP") is a member who, pursuant to Rule 6, has been elected to this membership class by the Club at an Annual General Meeting. An HLVP is not required to pay any annual subscription fee but is a Full Member of the Club.
- 5.5. A Non-Skating Member of the Club is a Full Member who is not an HLVP and who does not skate in training sessions or in competitions.
- 5.6. A Trial Member of the Club is a temporary non-voting member who has paid the fee pursuant to Rule 4.6. A Trial Member may attend training sessions for a period of up to one month or such longer period as may be determined by the Committee from time to time, not to exceed two months. At the end of the trial period membership ceases unless Full Membership is applied for. A Trial Member must be proposed and seconded by members of the Committee but approval under Rule 4.4.1 is only required when a Trial Member applies for full membership. A Trial Member is not entitled to vote at a General Meeting.
- 5.7. A Guest Member of the Club is an adult or junior fully paid-up member of another ice speed skating club who wishes occasionally to train with the Club and who has paid the fee pursuant to Rule 4.6. A Guest Member may attend a restricted number of training sessions in any season, as determined by the Committee from time to time. A Guest Member must be proposed and seconded by members of the Committee but no further approval is required and Rule 4.4.1 does not apply to a Guest Member. A Guest Member is not entitled to vote at a General Meeting.
- 5.8. The Committee, in its sole discretion, may revoke the membership of a Trial Member or a Guest Member at any time.

6. Procedure for the election of an HLVP

- 6.1. Subject to the requirements of Rule 6.2, a resolution to nominate a Member as an HLVP shall be submitted to the Members at the AGM upon the written request of five Full Members delivered to the Secretary on or before the date specified in Rule 10.3 for the delivery of notice of additional business. The Committee may also submit such a resolution without the request of Members.
- 6.2. No resolution to nominate a Member as an HLVP shall be placed before the Members unless such Member is and has been or was a Full Member of the Club for a continuous period of at least five years and meets one or more of the following criteria:
 - 6.2.1. the nominee has skated in the Olympic Games whilst a Member of the Club;
 - 6.2.2. the nominee has represented the Club in international skating competitions over a period of five years or more and has often been placed in the top three positions;

- 6.2.3. the nominee has held several British or International skating records during their competitive skating career;
- 6.2.4. the nominee has for many years been recognised by the Club generally as providing extraordinary service to the Club in an official or non-official capacity.

7. Membership rights and obligations

- 7.1. All Members are entitled to receive notice of and participate in General Meetings of the Club and to have (to the extent provided for by these Rules) a voice in the management of the Club's affairs.
- 7.2. Subject to Rule 7.2.1 each Full Member present at a General Meeting shall be entitled to cast one vote on a show of hands or Ballot in respect of each resolution proposed at such meeting.
 - 7.2.1. A Member shall not be entitled to vote at a General Meeting unless at least four calendar months have elapsed between the date that such Member was most recently approved by the Committee as a Member of the Club and the date of such General Meeting.
- 7.3. Junior Members are not entitled to vote at a General Meeting.
- 7.4. An HLVP has the same rights and obligations as a Full Member except where provided otherwise by these Rules.
- 7.5. An Associate Member is not entitled to vote at a General Meeting, to serve on the Committee or to represent the Club in competitions, but may serve as an Examiner of Accounts.
- 7.6. All Members are entitled to receive Notices and newsletters and other information determined by the Committee from time to time.
- 7.7. All Members who take part in competitions as competitors are required to be members of BIS. Certain officials (as designated by BIS) at competitions may also be required to be members of BIS.
- 7.8. A Full Member of the Club still in full time education or skating full time with the National Squad is entitled to pay a reduced annual subscription equal to that paid by Junior Members and may also benefit from the discount provided for in Rule 7.10 if eligible.
- 7.9. Where a Member not being an HLVP has paid the annual subscription for a Full Member, the subscription rates for all other members of the same household will be subject to a discount of 20%.
- 7.10. In a household in which a Non-Skating Member has paid the annual subscription for a Full Member, one Junior Member, or Full Member in full time education and aged 21 or under on 1st September, will be entitled to a free membership for that subscription year.
- 7.11. The Committee's determination as to a Member's entitlement to the benefit of Rules 7.8, 7.9 and 7.10 shall be conclusive.
- 7.12. Annual subscriptions are due and payable on 1st July each year. Any Member who has not paid the relevant annual subscription shall not be entitled to represent the Club in competitions, nor to vote at a General Meeting and may, at the Committee's discretion, be liable to pay the non-member rate for training sessions.
- 7.13. Where a person becomes a Member on or after 1st March in any year, their annual subscription will expire on 30th June in the following year.

GENERAL MEETINGS

8. Annual General Meeting

- 8.1. Each year the Club must hold an Annual General Meeting in addition to any other General Meeting held in that year. The Committee shall be responsible for calling the AGM.

9. Special General Meeting

- 9.1. A Special General Meeting must be held whenever the Committee thinks it expedient or when a resolution signed by at least seven Full Members and stating the business to be transacted at such meeting is delivered to the Secretary. The Notice of the meeting shall be issued within 14 days of the receipt of such resolution and may include such other resolutions to be determined at the Meeting as the Committee shall decide.
- 9.2. In any case where a Special General Meeting is requested by Members under this Rule 9 in order to consider a change or changes to the Rules of the Club, that meeting shall be called to be held not less than 60 days nor more than 90 days after the date of receipt of the request and the Committee shall, as far as possible, follow the timetable and procedures prescribed in Rule 41 for proposals by the Committee to amend the Rules.

10. Notice of General Meeting

- 10.1. Every General Meeting shall be called by a Notice of the meeting issued by the Committee which shall indicate the nature of the business to be transacted and shall contain the resolutions to be determined at the meeting and which shall be posted on the Club notice board and displayed on the official website of the Club.
- 10.2. A copy of the Notice shall be Delivered to every Member, not less than 28 days before the date fixed for the meeting (not counting either the day the Notice is sent or the date of the meeting).
- 10.3. Any Full Member may deliver to the Secretary in writing, not more than 14 days after the date of the Notice of General Meeting given under Rule 10.1, notice of any additional business for determination by resolution at such meeting. Subject to Rule 10.4, the Secretary shall include such additional resolutions in a Revised Notice of the General Meeting which shall be Delivered to every Member not less than 7 days before the date fixed for the meeting (not counting either the day the Notice is sent or the date of the meeting).
- 10.4. A Revised Notice shall not include any additional resolutions that are, in the opinion of the Committee, ineffective or defamatory.
- 10.5. Only business covered by the Notice or the Revised Notice can be considered at any General Meeting.
- 10.6. All General Meetings shall be held where the Committee decides and may be held by videoconference.

11. Quorum for conducting business at General Meetings

- 11.1. No business can be transacted at any General Meeting unless a quorum of ten Full Members of the Club is present when the meeting proceeds to business, or such other number as may be determined by resolution at an AGM.
- 11.2. If a quorum is not present, the Committee must promptly give Notice of at least seven days of a revised date for the General Meeting, at which only business that was to be conducted on the original date may be considered.

12. The Chair of General Meetings

- 12.1. The Chair of the Club will preside at General Meetings. If the Club does not have a Chair or if the Chair is unable to attend or is more than 15 minutes late those Committee members present can choose one of their number to chair the meeting.
- 12.2. If the Committee members present do not choose a chair, those Full Members present can by majority vote choose any Full Member to chair the meeting.

13. Adjournment

- 13.1. With the consent of any General Meeting at which a quorum is present, the chair may adjourn the meeting either to a different time, date or place proposed by the chair or to a time, date or place to be determined later by the Committee, as the meeting decides. Where a meeting is adjourned for 28 days or more or is adjourned without a date, 14 days notice of the adjourned meeting must be given. Otherwise, Members are not entitled to any notice of the adjourned meeting. An adjourned meeting can only deal with business that could have been dealt with at the original meeting. Meetings can be adjourned more than once.

14. Voting at General Meetings

- 14.1. Except as provided by Rule 40, a resolution put to the vote at any General Meeting will be decided by simple majority on a show of hands unless, before or when the result is declared, a Ballot is demanded either by the chair or by any Member eligible to vote and present at the meeting.
- 14.2. The chair of the meeting may seek assistance in ascertaining the result of a vote; for example, by appointing tellers or scrutineers, by the use of more than one show of hands, voting papers or ballot boxes.
- 14.3. Following a call for a Ballot and unless the meeting is being held by videoconference, the chair shall distribute ballot papers to those Members eligible to vote and present at the meeting.
- 14.4. If the meeting is held by videoconference then on a call for a Ballot voting shall be by electronic poll ("Poll"). Prior to any such Poll, the Committee shall take reasonable steps to ensure that only those Members participating in the videoconference and eligible to vote may register a vote in such Poll.
- 14.5. The chair's declaration that a resolution has been carried or lost (stating, if the chair so decides, the number of votes for and against) will be conclusive and a record of it in the minutes of the General Meeting, signed by the chair of the meeting, will be conclusive evidence that it was passed or rejected and as to the number of votes recorded for or against the resolution.
- 14.6. Any objection to the right of any person to vote must be made on the occasion when the vote is cast. Any objection concerning the counting of any vote or the failure to count any vote must be made before or on the occasion when the votes are counted. If a vote is not disallowed at a meeting it is valid for all purposes. Any objection must be raised on the relevant occasion with the chair of the meeting, whose decision is final.
- 14.7. Where the votes cast for and against a resolution on a show of hands or Ballot are equal, the chair of the meeting is entitled to a further casting vote in addition to their vote as a Member.

CLUB OFFICIALS AND COMMITTEE

15. Club Officials

- 15.1. The Officials of the Club are as follows: President, Vice-President, Chair, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Head Coach, Assistant Head Coach, Club Captain, Club Vice-Captain, Competition Secretary, Equipment Officer,

Media Secretary, Welfare & Safety Officer, Long Track Representative and two Examiners of Accounts (“Examiners”), all of whom shall be elected at the AGM.

15.2. The Club Captain and Vice-Captain should be active skating Members (i.e. participating in skating, training or competing).

15.3. Head Coach and Assistant Head Coach should have a minimum coaching qualification of BIS Short Track Level 2 Development Coach or such alternative qualification or experience as the Committee shall determine from time to time.

16. The Club Committee

16.1. The management of the Club shall be in the hands of the Committee of up to 22 Members as follows: President, Vice-President, Chair, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Head Coach, Assistant Head Coach, Club Captain, Club Vice-Captain, Competition Secretary, Equipment Officer, Media Secretary, Welfare & Safety Officer, Long Track Representative, up to three further Committee Members and up to three voting Honorary Life Vice Presidents, all of whom shall be elected at the AGM.

16.2. The Assistant Secretary may exercise the powers conferred or discharge the duties imposed on the Secretary by these Rules.

17. Retirement of Committee members

17.1. Every member of the Committee shall retire from office at the AGM, unless re-elected.

18. Conditions for election or re-election at the AGM

18.1. To be elected or re-elected as an Official and/or Committee member, a person must confirm their willingness to serve if elected or re-elected either in writing to the Secretary prior to the meeting or personally at the meeting.

18.2. A person standing for election as an Official or Committee member must be a Full Member of the Club or a Junior Member who will be at least 16 years old at the date of the AGM.

18.3. Notwithstanding Rule 18.2, a person standing for election as an Examiner may be an Associate Member or, should the Committee so determine, be a non-Member with relevant expertise.

19. The election of Officials and Committee members at the AGM

19.1. An election shall be held for each Official position and for each other Committee position in turn.

19.2. The known candidates nominated for a position shall be announced to the meeting and further nominations invited from the floor. Proposers and seconders for each candidate must be recorded before their nominations can be accepted.

19.3. If there is only one candidate for a position then the chair will declare such candidate elected.

19.4. If there are two or more candidates for a position a Ballot or Poll will be held. In the case of a Ballot the candidate with the most votes, as certified by two scrutineers appointed by the chair of the meeting, must be declared elected. In the case of a Poll the results of the vote shall be shown to the meeting and the candidate with the most votes must be declared elected. In the event that the votes are split equally between two or more candidates, the chair is entitled to a casting vote in addition to their vote as a Member.

19.5. The scrutineers' certificate, Poll result or, in the event of the chair exercising a casting vote the chair's declaration as to the result of the vote, is conclusive.

20. Additional posts appointed by the Committee

- 20.1. The Committee shall appoint additional coaches as required.
- 20.2. The Committee shall appoint a Junior Club Captain from amongst the Junior Members of the Club at the first Committee meeting after the AGM.
- 20.3. The Committee may appoint any Member to fill an additional post created by the Committee from time to time. Members appointed by the Committee under this Rule 20 may attend Committee meetings if requested by the Committee to do so, but may not vote at such meetings.

21. When a Committee member ceases to be a Committee member

- 21.1. Any Committee member or Official will cease to hold such position if he:
 - 21.1.1. ceases to be a Member of the Club;
 - 21.1.2. is absent from meetings of the Committee for three consecutive meetings without reasonable excuse and the Committee passes a resolution stating that they have ceased to be a Committee member;
 - 21.1.3. gives the Club a letter of resignation;
 - 21.1.4. is removed as a Committee member by resolution of a General Meeting.

22. Vacancies arising on the Committee between AGMs

- 22.1. Any vacancy arising on the Committee between AGMs may be filled by the remaining Committee members from among themselves.
- 22.2. In the event that the positions of Secretary and Assistant Secretary or the position of Treasurer become vacant and within seven days of this event no Committee Member is appointed to fill the vacancy or vacancies pursuant to this Rule 22, the Secretary or the Chair or any Committee member must issue a Notice of Special General Meeting to elect Members to fill the vacant posts.

23. Information to be given in the Notice of the AGM

- 23.1. The Notice convening any AGM must include:
 - 23.1.1. the names of those Committee members and co-opted members standing for re-election;
 - 23.1.2. the names of any other candidates nominated for election known to the Committee at the time.

POWERS AND PROCEEDINGS OF THE COMMITTEE

24. The Committee's powers

- 24.1. The Committee shall direct and manage the Club's business subject to the Rules of the Club. It may exercise any of the Club's powers except those required by the Rules to be exercised by the Members of the Club in General Meeting.
- 24.2. If required, the Committee shall appoint annually a sub-committee of three persons who shall carry out all handicapping and selection of teams to represent the Club. The Members that are chosen are expected to use their utmost endeavour to turn out. Members failing to do so without reasonable excuse may be dealt with as the Committee feels fit.
- 24.3. The Committee may organise skating competitions and determine the entry fees for such competitions.

- 24.4. No Member shall represent the Club in any competition without the express or implicit approval of the Committee
- 24.5. No Member shall represent any other Ice Speed Skating club in competitions without the prior approval of the Committee.
- 24.6. The Committee may invest or deposit any part of the Club's funds only in the following types of investment: current accounts and/or deposit accounts with regulated UK banks; savings accounts with UK based and regulated banks, building societies and/or friendly societies; short-dated (up to 12 months) UK government bonds.
- 24.7. The Committee shall not have the power, except with the approval of the Club in General Meeting, to sell a substantial part of its assets other than in the normal course of managing the Club's regular activities.
- 24.8. The Committee shall have the power to seek donations to Club funds for specific or general Club purposes.
- 24.9. The Committee shall have the power to determine the level of training fees payable by Members and non-Members respectively.
- 24.10. With the approval of the Club in General Meeting, the Committee may exercise all of the powers of the Club to raise or borrow money for Club purposes, to the extent of such approval.

25. Declarations of interest by Committee members

- 25.1. A Committee member who has in any way, whether directly or indirectly, an interest in a contract or proposed contract with the Club (whether written or not) must declare the nature of that interest to the Committee and may then vote on the contract and count towards the quorum of any Committee meeting which considers such contract.

26. Fees and expenses for Committee members

- 26.1. Subject to Rule 26.2, Committee members are not entitled to receive any fees or expenses with respect to the time they spend on behalf of the Club, or their attendance at regular Committee meetings, or any travel, accommodation or subsistence costs thereby incurred.
- 26.2. Where a Committee member (or any Member) is required by the Committee to attend external meetings on behalf of the Club, any travel, accommodation and subsistence costs incurred personally by the Member and not reimbursed by a third party shall be repaid by the Club subject to documentary evidence of the expense being provided and to the Committee agreeing to the reasonableness of the claim.
- 26.3. Where a Committee member (or any Member) is required by the Committee to purchase items on behalf of the Club, such costs will be refunded by the Club upon presentation of documentary evidence of the purchase.

27. Committee Meetings

- 27.1. The Committee can decide when and where to have meetings and how they shall be conducted and can hold meetings by videoconference. The Committee can also adjourn its meetings.
- 27.2. Any three Committee members may at any time require the Secretary to summon a Committee meeting, specifying the business to be transacted at such meeting.
- 27.3. A written resolution signed by all of the members of the Committee is just as valid and effective as a resolution passed by those Committee members at a meeting that is properly called and held. A written resolution can be passed using several copies of a document if each copy is signed by one or more Committee members.

27.4. The Committee shall hold at least six quorate meetings between Annual General Meetings.

28. Notice of Committee Meetings

28.1. The date and time of every Committee meeting must be notified to the Committee members in the manner from time to time prescribed by the Committee not less than six days in advance of the meeting. The Notice of meeting shall include details of the business to be transacted.

28.2. In exceptional circumstances a Committee meeting may be called less than six days in advance of the meeting. Every effort must be made to notify all of the Committee members of such meeting and the business to be transacted thereat shall not include the expulsion of any Member from the Club, the filling of any vacancy on the Committee, the removal of any Committee member, a resolution to call a General Meeting or any matter not within the normal course of the Club's activities.

28.3. A meeting of the Committee may be called at short notice with the agreement of every member of the Committee, in which event the only business that may be transacted is that business which was notified to the Committee members when their agreement to short notice was sought.

29. Voting at Committee Meetings

29.1. Except as provided by Rule 4.3, any question arising at a Committee meeting is to be decided by a majority vote and, where the votes are equal, the chair of the meeting is entitled to a casting vote in addition to their vote as a Committee member.

30. Proceedings at Committee meetings

30.1. The Committee is quorate when five Committee members are present, or such other number as may be determined by resolution at an AGM. A quorate meeting is competent to exercise all the powers, authorities and discretions vested in the Committee at that time, subject to the restrictions on business to be transacted at certain meetings pursuant to Rule 28.

30.2. The Chair will chair all Committee meetings. If there is no Chair or the Chair is unable to attend or is not present within 5 minutes of the appointed time the Committee members present must choose one of themselves to chair the meeting.

30.3. Those Committee members who are in office at any given time may act despite any vacancy or vacancies on the Committee. If, however, the number of Committee members falls below the number required to form a quorum, the remaining Committee member or members may act but only to call a Special General Meeting to elect a new Committee, at which meeting the remaining Committee shall retire unless re-elected.

31. Validity of the actions of the Committee

31.1. Everything done by any Committee meeting or by a person acting as a Committee member is to be valid even though it is discovered later that anyone was disqualified from being a Committee member or had ceased to be a Committee member or was not entitled to be counted in a quorum or to vote.

REVIEW OF THE ACCOUNTS

32. Duty to appoint Examiners

32.1. Two Examiners must be appointed to review the Club's revenue account and balance sheet for every financial year (the "Accounts").

32.2. The Club's financial year ends on the 31st May.

32.3. The Examiners must be appointed by resolution at every AGM except that the Committee may appoint an Examiner to fill any casual vacancy occurring between AGMs.

33. Review and provision of Report and Accounts

33.1. Prior to the AGM the Treasurer must provide a Report on the Accounts for review.

33.2. The Examiners shall review the Report and Accounts and agree any changes with the Treasurer. Where the Treasurer does not agree with the changes proposed by the Examiners, the matter shall be raised at the next Committee meeting and the Examiners will discuss with the Committee the changes required. At the end of the meeting any changes to the Accounts still required by the Examiners will be made and, if the Committee so determines, a note of the differences of opinion will be added to the Treasurer's Report.

33.3. The Report and Accounts shall be circulated to the Members with the Notice of the AGM.

33.4. A copy of the Accounts duly reviewed and signed by the Examiners must be laid before the AGM.

REGISTER OF MEMBERS

34. The Register

34.1. The Secretary must keep the Register of Members of the Club and must enter the following particulars in the Register in respect of each Member:

34.1.1. Name, email address, postal address and telephone number.

34.1.2. Date of birth;

34.1.3. Class of Membership;

34.1.4. Date at which the person became a Member and the date at which they ceased to be a Member;

34.1.5. Date on which the current subscription was paid and the amount paid.

34.1.6. Information regarding a Member's health that may be relevant to such Member's safety while participating in Club activities, in such form as may be determined by the Committee from time to time.

34.2. Members must notify the Club of any change in the details listed in Rules 34.1.1 and 34.1.6

34.3. The Register shall be kept confidential and access to the information contained therein shall only be made available to those Committee members whose role requires them to have such access and only to that part of the information that is relevant to such role. In particular, access to information provided under Rule 34.1.6 shall only be made available to the Club Captain, Head Coach and those Committee members that manage training or competitions.

34.4. Each Member has the right to request the Secretary to provide a copy of the information relating to such Member held by the Club.

EXPULSION OR SUSPENSION FROM THE CLUB

35. When a Member can be expelled or suspended

35.1. A Member can be expelled or suspended from the Club by a resolution of the Committee:

35.1.1. if the Committee considers that their conduct is injurious to the Club; or

- 35.1.2. if they act recklessly in the rink or interfere with any member of the rink staff in the execution of their duties; or
- 35.1.3. if they are found to be taking any illegal substances as defined from time to time by Sport England or UK Sport, whichever may be appropriate, or equivalent organisations.
- 35.2. The Committee must notify the Member of its decision within seven days of the Committee meeting at which the decision to expel or suspend the Member is made. The expulsion or suspension shall take effect on the day that such Committee meeting takes place.
- 35.3. In the case of suspension, the notification from the Committee must inform the Member whether the suspension is for a fixed period or is indefinite. If the suspension is indefinite, the notification must also state the terms under which the Committee will consider whether the suspension should be lifted.
- 35.4. A Member that is suspended or expelled may appeal against such suspension or expulsion in writing to the Committee, stating the grounds for such appeal. The appeal will be considered by the Committee at its next meeting and the Committee's determination of such appeal shall be final.
- 35.5. The Head Coach or anyone acting in their stead during an on-ice training session may remove any person from the ice for the period of such training session if they consider that the presence of such person is detrimental to any aspect of such training session.

36. Effects of expulsion or suspension

- 36.1. A Member that has been expelled is no longer a Member of the Club and has no further rights under these Rules. This does not prevent the Club from taking legal or other action with respect to the expelled Member.
- 36.2. A Member that has been expelled has no right to recover any unexpired portion of their subscription fee.
- 36.3. A Member that has been suspended remains a Member of the Club and is bound by the Rules of the Club save that during the period of suspension they cannot attend or vote at Committee meetings or General Meetings, neither can they support any resolution or request to call such meetings. A suspended Member cannot be nominated for an Official or Committee position and cannot participate in any on-ice activities of the Club, such as training sessions; neither can they represent the Club in competitions or in any other capacity.
- 36.4. A Member that has been suspended has no right to recover any part of their subscription fee with respect to the period of suspension.

37. Re-instatement of a suspended Member

- 37.1. A Member suspended for an indefinite period may be re-instated by the Committee upon a resolution being passed to that effect at a Committee meeting.
- 37.2. A Member suspended for a fixed period is re-instated automatically upon the expiry of the period of suspension.

WINDING UP

38. Circumstances in which the Club may be wound up

- 38.1. The Club may be wound up at any time upon the request of three-quarters of the Full Members of the Club, certified by their signatures on a Petition for the Winding Up of the Club (the "Petition") delivered to the Secretary or any other member of the Committee.

39. How the Club's assets are to be applied upon a winding up

39.1. Upon receipt of a valid Petition the Committee must:

39.1.1. proceed to dispose of the assets of the Club for the best available price. Any assets unsold after a period of 60 days has expired from the receipt of the Petition must be sold by auction or otherwise within the next 60 days;

39.1.2. call a General Meeting of the Club to establish how any surplus left over after the debts and liabilities of the Club have been discharged should be applied.

39.2. It was recommended by the Membership of the Club at the time that these Rules were first adopted in 2003 that, should sufficient surplus funds be available at the time of winding up, the sum should be placed into a trust fund to be administered by trustees appointed from within the Club and externally and that such funds should be used for such purposes as the development of ice speed skating in the UK, the support of ex-Members that are in need and the establishment of a new ice speed club. However, these recommendations are not binding upon the Club.

AMENDMENT OF THE RULES

40. How the Rules can be amended

40.1. New rules, amendments or revocations of these Rules can only be made by a resolution of a General Meeting passed by a majority of at least two-thirds of the votes available to be cast by the voting Members present at such General Meeting.

40.2. New rules, amendments or revocations will be valid from the day following the General Meeting at which the relevant resolutions were passed.

41. Procedure for amending the Rules

41.1. The Committee must give at least 60 days notice to Members of any proposal to make a new rule or to amend or revoke an existing rule, setting out the text of the proposed new rules, amendments or revocations. Notice of such a proposal must be sent to Members in advance of copies of the Notice of the General Meeting. Any modifications made after sending out the first proposals must be sent with the Notice of the General Meeting.

41.2. By notice Delivered to the Secretary, not more than 28 days after the date of the Notice given under Rule 41.1, any Full Member may propose additions or amendments to the Committee's proposals. The Secretary must include the text of Members' proposed additions or amendments in the Notice of the General Meeting other than any proposed amendments or additions which:

41.2.1. are incorporated into the Committee's proposals and notified to Members as such; or

41.2.2. are withdrawn by the Member concerned; or

41.2.3. are, in the opinion of the President, ineffective, repetitious or defamatory.

41.3. Any Notice given under Rule 41.2 must be submitted in writing together with an explanation of the reasons for such proposed additions or amendments to the Committee's proposals.

41.4. Rule 9 deals with the procedure for proposals to change the Rules put forward by Members.

ADMINISTRATION

42. Notices and other documents

42.1. If a Notice or any other kind of document is sent through the post it is treated as being delivered on the day after it was posted.

- 42.2. If a Notice is sent by electronic means it is treated as being delivered on the day that it was sent.
- 42.3. If a Member is present at any General Meeting they will be treated as having received Notice of the General Meeting.
- 42.4. If any Notice or other document relating to a General Meeting is not sent either accidentally or because the address of the Member is no longer known to the Club, or is not received, the General Meeting will not be invalid as a result.

43. Use of Club colours, name and logo

- 43.1. The Club colours are red and blue. All Members are to wear Club colours when racing as representatives of the Club.
- 43.2. The Club name should be used on all official communications, in the form of the Club logo where appropriate.
- 43.3. The Club logo is shown on the cover of these Rules. In coloured form the arms of the skater depicted are red and the cat suit is blue, the remainder of the logo being black and white.
- 43.4. The logo shall include the words "Founded 1908" except where this is impractical.
- 43.5. The location of the Club Headquarters from may be added to the name at the discretion of the Committee. An example of the acceptable application of this Rule would be: "Aldwych Speed Club – Guildford". The added word or words may also be used below the Club logo in a form approved by the Committee.

44. Other Rules

- 44.1. Members are not permitted to smoke during training sessions or competitions or at any other time or place designated by the Committee.
- 44.2. Subject to such variation as may be determined by the Committee to be appropriate, it is compulsory for all active participants at Club training sessions, whether Members or not, to wear the safety equipment determined from time to time by the BIS Short Track Regulations.
- 44.3. It is compulsory for all participants in competitions to wear the safety equipment applicable to racing as determined from time to time by the BIS Short Track Regulations.
- 44.4. All competing Members are subject to the rules and regulations regarding the taking of illegal substances as defined by Sport England or UK Sport (whichever is appropriate) or their successor organisations.
- 44.5. At the Committee's discretion and subject to providing an Indemnity in favour of the Club, prospective members may have the benefit of a number of free training sessions prior to making an application for membership.
- 44.6. At the Committee's discretion and subject to providing an Indemnity in favour of the Club, non-Members may participate in Club training sessions upon payment of a fee determined by the Committee from time to time.

DEFINITIONS

45. Definitions

- 45.1. Except where the context requires otherwise, the singular includes the plural and the masculine includes the feminine.
- 45.2. The words and expressions capitalised below are defined or explained in the Rules indicated below.

“**Accounts**” means the Club’s revenue account and balance sheet for every financial year.

“**Annual General Meeting**” or “**AGM**” means the meeting of Members held annually as required by Rule 8

“**Associate Member**” means a non-skating and non-voting Member of the Club paying a reduced subscription and having restricted rights as defined in Rule 7.

“**Ballot**” means a secret vote taken by means of voting slips or otherwise.

“**BIS**” means British Ice Skating (the trading name of the National Ice Skating Association of the United Kingdom Limited), its successors and assigns.

“**Chair**” when capitalised shall mean the Official elected to lead Committee Meetings and General Meetings of the Club.

“**chair**” means a Full Member chosen to act in the absence of the Chair.

“**Club**” means the Aldwych Speed Club.

“**Committee**” means the committee of the Club as defined in Rule 16 with the powers defined in Rule 24.

“**Delivered**” means delivered by email or post or such other means of communication permitted by the Committee and agreed with the Member concerned.

“**Eligible Person**” means a (Full) Eligible Person or (Retained) Eligible Person as defined by BIS.

“**Examiner**” or “**Examiner of Accounts**” has the role described in Rules 32 and 33.

“**Full Member**” has the meaning defined in Rule 5.

“**General Meeting**” means either an AGM or a Special General Meeting.

“**Guest Member**” has the meaning defined in Rule 5.7

“**Honorary Life Vice President**” or “**HLVP**” has the meaning defined in Rule 5.

“**Indemnity**” means a form of indemnity prescribed by the Committee that indemnifies the Club and its Members from any claim for loss, damage, injury or consequential damages that might otherwise be made them by a non-Member.

“**Junior Member**” has the meaning defined in Rule 5.

“**Member**” means any member of the Club, whether a Full Member, Junior Member or Associate Member.

“**National Squad**” means the group of skaters who have been chosen by BIS to receive full time development training and grants and who have no other employment.

“**Non-Skating Member**” has the meaning defined in Rule 5.5

“**Notice**” means any formal notice required under the Rules.

“**Officials**” means the Officials of the Club as defined in Rule 15.

“**Petition**” means a petition for the winding up of the Club as defined in Rule 38.

“**Poll**” means a vote taken by electronic means as described in Rule 14.4

“**Register**” means the register of Members defined in Rule 34.

“**Revised Notice**” has the meaning defined in Rule 10.3

“**Rules**” means the rules of the Club as defined in this document.

“**Special General Meeting**” means a General Meeting that is not the AGM

“**Trial Member**” has the meaning defined in Rule 5.6