



# Manchester Cross Country Ski Club

Cross-Country Ski, Roller Ski, Telemark and more.

Regular coaching sessions and equipment hire

[www.mccsc.org.uk](http://www.mccsc.org.uk)

## THE CONSTITUTION

### 1.0 The Club Name

- 1.1 The Club shall be known as Manchester Cross-Country Ski Club (Herein will be referred to as The Club) and may be abbreviated to MCCSC.

### 2.0 Affiliations

- 2.1 The club shall be affiliated to the governing body of skiing (Snowsport England) & or such bodies as the Committee shall from time to time deem suitable.

### 3.0 The Aims of the Club

- 3.1 To encourage the sport of Nordic Skiing at all levels (particularly Roller Skiing, Cross Country Skiing and Telemarking etc).
- 3.2 To offer coaching, training and routes to competitive opportunities in Nordic Skiing.
- 3.3 To ensure a duty of care to all members of the Club.
- 3.4 To provide all its "services" in a way that is fair to everyone.
- 3.5 To represent the interests of Club members to all appropriate authorities.

### 4.0 Membership

- 4.1 Membership of the Club is open to anyone interested in promoting, coaching, volunteering or participating in Nordic Skiing, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- 4.2 Membership shall be open to Individuals (Adult), Individuals (Junior), Families, plus Honorary members.
- 4.3 The age of Junior membership shall be under 18 on 1<sup>st</sup> November.
- 4.4 Family membership shall include up to 2 adults and children up to 18 years, resident at the same address.
- 4.5 All members will be subject to the constitution (plus it's regulations) and by joining the Club will be deemed to accept the Constitution, regulations and codes of practice that the club has adopted.  
*Note The appropriate Policy Documents will be posted on the club website.*
- 4.6 Members shall be eligible to take part in the business of the Club, vote at annual general meetings (or EGM's) or be eligible for selection of any Club team, unless the applicable subscription has not been paid by the due date and/or membership has not been agreed by the Club committee.
- 4.7 Club member's data will be shared with Snowsport England for the purposes of insurance and for Snowsport England to communicate with member's relevant information. Club members will have the opportunity to opt out if requested.

### 5.0 Finances and Subscriptions

- 5.1 The Club Treasurer will be responsible for the finances of the club.
- 5.2 Members in each category shall pay an annual subscription, except Honorary members.
- 5.3 The Club financial year shall commence on 1<sup>st</sup> October and end on 30<sup>th</sup> September.
- 5.4 The Club membership year shall commence on 1<sup>st</sup> November and end on 31<sup>st</sup> October
- 5.5 Members shall be required to pay their membership fees by 30<sup>th</sup> November.

Continued



Manchester Cross-Country Ski Club is an affiliated club to Snowsport England.

[follow us on facebook.com/mccsc](https://www.facebook.com/mccsc)





# Manchester Cross Country Ski Club

Cross-Country Ski, Roller Ski, Telemark and more.

Regular coaching sessions and equipment hire

[www.mccsc.org.uk](http://www.mccsc.org.uk)

- 5.6 New members wishing to join later in the Club year after 1<sup>st</sup> July have a reduced subscription.
- 5.7 The annual membership fee shall be determined at the Annual General Meeting, or EGM.
- 5.8 All Club monies will be banked in an account held in the name of the Club.
- 5.9 A Scrutinised statement of annual accounts will be presented by the Treasurer at the Annual General Meeting. (Note This is the form of “auditing” appropriate to small organisations like MCCSC)
- 5.10 Any cheques drawn against Club funds should hold the signatures of two of three named officers of the Club (Treasurer, Chairperson & another). Similar dual authorisation to apply should epayment become available in the future.
- 5.11 Club funds may only be used in pursuance of the Aims (3.0) and payments to Members may only be for legitimate expenses in carrying out Club duties, approved by at least two Committee members, namely the Chairperson, Treasurer or Secretary.
- 5.12 The Committee may also consider assisting volunteer instructors and coaches with certain revalidation costs, if they have shown commitment to the Club over a number of years.
- 5.13 All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club. (This is already the case - The club would have to become a registered charity or limited company avoid this)

## 6.0 Sports Equity

- 6.1 This Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:  
*Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to endeavour that it becomes equally accessible to as many people in society as possible.*
- 6.2 The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- 6.3 The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- 6.4 All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- 6.5 The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures (also see clause 14). *Note Document to be drafted and approved.*
- 6.6 The Club will ensure a duty of care to all members of the club by adopting and implementing the SnowSafe Children and Young People and Snowsafe Adult Policies and any future versions of these policies. The Club will have a robust Safeguarding Policy which will follow guidelines from the Governing Body - Snowsport England. *Note Document to be re-drafted and approved.*

## 7.0 Annual General Meetings

- 7.1 Annual (or Extraordinary) General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club’s affairs.
- 7.2 The Annual General Meeting of the Club shall be held during October or November each year, at a time and place determined by the Committee.  
Twenty one clear days’ notice shall be given to all members.
- 7.3 The business of the Annual General Meeting shall be to;

Continued



Manchester Cross-Country Ski Club is an affiliated club to Snowsport England.

[follow us on facebook.com/mccsc](https://www.facebook.com/mccsc)





# Manchester Cross Country Ski Club

Cross-Country Ski, Roller Ski, Telemark and more.

Regular coaching sessions and equipment hire

[www.mccsc.org.uk](http://www.mccsc.org.uk)

- 7.3.1 Confirm the minutes of Annual General Meeting or any Extraordinary General Meeting held subsequent to the last AGM.
- 7.3.2 Receive and approve the Scrutinised Club accounts made up to the 30<sup>th</sup> September each year.
- 7.3.3 Receive the Annual Report of the Committee.
- 7.3.4 Elect a Scrutineer for the accounts who is not a member of the committee, but need not be a Member of the Club.
- 7.3.5 Elect the Committee.
- 7.3.6 Nominations for officers of the committee will be sent to the Club Secretary prior to the AGM.
- 7.3.7 Proposed changes to the constitution shall be sent to the Secretary prior to the AGM, who shall circulate at least 7 days before an AGM.
- 7.3.8 Deal with any other relevant business.
- 7.3.9 Should a member wish to submit a motion to the AGM, it shall be sent to the Secretary prior to the AGM, who shall circulate at least 7 days before an AGM.
- 7.3.10 The quorum for business to be agreed at the Annual General Meeting shall be 10 members, including three committee members, two of whom shall be officers of the club.
- 7.4 Extraordinary General Meetings may be called by the Committee, or on a request in writing to the Secretary from no less than 10 of, or 30% of the adult members, which ever shall be the lesser.

## 8.0 Voting Rights at Annual General Meetings

- 8.1 One vote per Adult member. (Juniors do not have a vote in SE)
- 8.2 Every question to be decided at an AGM or EGM shall be by a simple majority of votes.
- 8.3 In the event of equality in votes, the Chair of the meeting shall be entitled to an additional casting vote.

## 9.0 The Committee

- 9.1 The affairs of the Club shall be managed by the Committee, who shall be elected at the Annual General Meeting, which shall consist of the following four officers plus two or more additional Committee members;
  - 9.1.1 The **Chair**.
  - 9.1.2 The Secretary.
  - 9.1.3 The Treasurer.
  - 9.1.4 The Welfare Officer.
  - 9.1.5 Other Committee members to reflect differing activities as deemed necessary.
  - 9.1.6 There will be other non-executive roles such as club coaches, website & media etc, who may be co-opted from time to time.
- 9.2 All committee members must be members of the Club.
- 9.3 Any member may hold more than one officer post, except that the **Chair** and Treasurer shall be two separate individuals. (see 5.10)
- 9.4 The term of office shall be for one year and committee members shall be eligible for re-election.
- 9.5 If the post of any officer or ordinary committee member should fall vacant after such an election, the Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.
- 9.6 The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the Club.

Continued



Manchester Cross-Country Ski Club is an affiliated club to Snowsport England.

[follow us on facebook.com/mccsc](https://www.facebook.com/mccsc)





# Manchester Cross Country Ski Club

Cross-Country Ski, Roller Ski, Telemark and more.

Regular coaching sessions and equipment hire

[www.mccsc.org.uk](http://www.mccsc.org.uk)

- 9.7 The Committee will have powers to appoint advisers to the Committee as necessary to fulfil its business.
- 9.8 The Committee will be responsible for disciplinary hearings of members who infringe the Club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
- 9.9 The Committee meetings will be convened by the Secretary of the Club and be held as required, but no less than one face-to-face or video conference meeting per year.
- 9.10 Only the posts listed in 9.1.1 to 9.1.5 will have the right to vote at committee meetings.
- 9.11 The quorum for business to be agreed at the Committee meeting shall be 3 members, two of whom shall be officers. *[SE suggests according to number of officers in post, 40% as a guide].*

## 10.0 Voting Rights at Committee Meetings

- 10.1 Each member of the Committee, as defined in clause 9 shall have one vote.
- 10.2 Every question to be decided at a Committee meeting shall be decided by a simple majority of votes.
- 10.3 In the event of equality in votes, the **Chair** of the meeting shall be entitled to an additional casting vote.

## 11.0 Duties of the Committee

- 11.1 The Committee shall be responsible for the administration of all Club activities.
- 11.2 The income and funds of the Club shall be used solely for the furthering of the objectives of the Club. In the event of a dissolution of the Club all assets shall only be capable of being transferred to a body or between bodies (clause 2) whose objectives shall be the same as, or closely related to, those of the Club as defined in clause 3 of the Constitution.
- 11.3 The financial accounts of MCCSC shall be maintained and audited or examined to the extent required by legislation. If there is no such requirement the Committee shall cause proper books to be kept of all income and expenditure and all dealings with the assets of the Club and shall present to the Annual General Meeting in each year duly Scrutinised Income and Expenditure Accounts and Balance Sheet.
- 11.4 Co-Opt such other persons necessary for the due conduct of the business of the Club.
- 11.5 Fill any vacancy which may occur on the Committee.
- 11.6 Appoint sub-committees with or without executive powers, as and when necessary.

## 12.0 Amendment to the Constitution

- 12.1 The constitution may only be changed through agreement by a two thirds majority vote of those present and voting, at an AGM or EGM.
- 12.2 A minimum of Seven days' notice shall be given should any constitutional changes be proposed (see 7.3.7).

## 13.0 Notices

- 13.1 A notice or other document may be served by the Club upon a member either personally or by sending it by the post or electronically to such a member at their last known address, but the accidental omission to give such notice or other document, or the non-receipt of such notice or other document by any such member shall not invalidate any motion passed.

Continued



Manchester Cross-Country Ski Club is an affiliated club to Snowsport England.

[follow us on facebook.com/mccsc](https://www.facebook.com/mccsc)





# Manchester Cross Country Ski Club

Cross-Country Ski, Roller Ski, Telemark and more.

Regular coaching sessions and equipment hire

[www.mccsc.org.uk](http://www.mccsc.org.uk)

## 14.0 Discipline and Appeals

- 14.1 All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the Club's child protection policy and procedures. The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns.
- 14.2 All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.
- 14.3 The Committee will meet to hear complaints within 30 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.
- 14.4 The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.
- 14.5 There will be the right of appeal to the Committee following disciplinary action being announced. The committee should consider the appeal within 30 days of the Secretary receiving the appeal.

## 15.0 Dissolution

- 15.1 A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote of the membership.
- 15.2 In the event of dissolution, all debts should be cleared with any Club funds. Any assets of the Club that remain following this will become the property of *another club with similar objectives*.

## 16.0 Declaration

- 16.1 Manchester Cross-Country Ski Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

<b>Name</b>	<b>John Holgate</b>	<b>Position</b>	Chair
<b>Sign</b>	<i>Original to be signed</i>	<b>Date</b>	20 November 2021

<b>Name</b>	<b>Joyce Pemberton</b>	<b>Position</b>	Secretary
<b>Sign</b>	<i>Original to be signed</i>	<b>Date</b>	20 November 2021

## 17.0 Amendment History

- 17.1 Re-issued without amendment – 31 December 1998
- 17.2 Items 5.2 & 5.3 Amended – AGM. 12<sup>th</sup> October 2005. Change to dates of membership year & change to required date of payment of membership fee.
- 17.3 Revised layout and major rewrite – AGM 17<sup>th</sup> November 2017; incorporating many points from SE's Constitution Template at 2017. This is to reflect the changes in sport over the last 20 years since the original constitution.  
The Constitution has grown from 2 to 5 pages plus Appendix 1  
MCCSC Constitution rewrite issue 23.11.2017 (pdf version 25.11.2017)
- 17.4 Minor changes & new SE logo plus Appendix 2 on page 7 – AGM 19<sup>th</sup> November 2021



Manchester Cross-Country Ski Club is an affiliated club to Snowsport England.

[follow us on facebook.com/mccsc](https://www.facebook.com/mccsc)







# Manchester Cross Country Ski Club

Cross-Country Ski, Roller Ski, Telemark and more.

Regular coaching sessions and equipment hire

[www.mccsc.org.uk](http://www.mccsc.org.uk)

## Appendix 1

MCCSC Constitution rewrite issue 23.11.2017

### Details of Amendment History (Major rewrite November 2017)

Item 1.1 legalise from SSE's Constitution template. and abbreviation of the club MCCSC.

Items 3.1 to reflect the current prime activities and aims of the Club (to include all Nordic disciplines).

Items 3.2 to 3.4 new from SSE's CT.

Items 4.1, 4.5 to 4.7 (includes data sharing) new from SSE's CT.

Item 4.2 Honorary members added.

Heading 5.0 retitled **Finances and Subscriptions**

Item 5.1 The Treasurer's responsibility – new from SSE's CT.

Item 5.2 "in each category added" from SSE's CT, plus "except Honorary members".

Items 5.3 & 5.5 Further Change to dates of membership year & change to required date of payment of membership fee. This was brought in line with Snowsport England and many Snowsport Authorities circa 2011.

Item 5.6 Capturing the Club's long practice of offering a reduced fee into the membership year.

Item 5.7 The annual membership fee shall be determined at the AGM or EGM.

Items 5.8 to 5.12 new Financial, including bank account, cheques & liabilities from SSE's CT.

Items 5.9 The term Audited replaced by Scrutinised, also 7.3.2, 7.3.4. & 11.3

Item 5.10 Cheques to be signed by 2 of 3 officers of the Club (raised at AGM).

Item 5.11 new payments (Legitimate expenses) to members.

Item 5.12 new revalidation costs to Club Instructors & Coaches.

New Heading **6.0 Sports Equity** and Items 6.1 to 6.5 from SSE's CT.

New Heading **14.0 Discipline and Appeals** and Items 14.1 to 15.5 from SSE's CT.

New Heading **15.0 Dissolution** and Items 15.1 to 15.2 from SSE's CT.

New Heading **16.0 Declaration** and Item 16.1 and signature boxes from SSE's CT.

These caused previous Headings 6 to 12 and 14 to be renumbered 7 to 13 and 17.

Item 6.1 Slight rewording at AGM, in recognition of the nature of Rollerskiing and Telemarking.

Item 6.6 new to link to Safeguarding policy.

Item 7.1 new from SSE's CT, causes renumbering of items in section.

Item 7.3.2 Receive "and approve" the audited Club accounts.

Items 7.3.6 to 7.3.10 added

Item 8.1 Adult added to voting rights (was 7.1).

Heading 9.0 renumbered & retitled **The Committee** (was 8.0 Officers of the Club)

Item 7.4, 9.1.1, 10.3, The word Chairperson replaces Chairman (was 6.4, 8.1a, 9.2).

Heading 8.0 retitled **Voting Rights at Annual General Meetings** (Annual added).

Item 9.1.4 The Welfare Officer added to the Committee.

Item 9.1.5 change to officers to reflect the current working of the Committee (was 8).

Items 9.2 to 9.10 new from SSE's CT, except 9.3 added from LRNSC.

Item 9.11 A quorum for the Committee meeting reduced from 4 to 3 members to reflect the smaller Committee. (was 8.2 - 4 members, two of whom shall be officers).

Heading 10.0 retitled **Voting Rights at Committee Meetings** (Executive removed)

Heading 11.0 retitled **Duties of the Committee** (Executive removed)

Item 11.2 Typo corrected, reference to clauses (was 10.2).

Item 12.1 Two thirds majority vote of those attending added to Amendments in the Constitution.

Item 12.2 A minimum of Seven days' notice shall be given should any constitutional changes.



Manchester Cross-Country Ski Club is an affiliated club to Snowsport England.

[follow us on facebook.com/mccsc](https://www.facebook.com/mccsc)





# Manchester Cross Country Ski Club

Cross-Country Ski, Roller Ski, Telemark and more.

Regular coaching sessions and equipment hire

[www.mccsc.org.uk](http://www.mccsc.org.uk)

## Appendix 2

### Details of Amendment History (MCCSC Constitution Minor Update issue 20 November 2021)

- Item 4.5 *Note The appropriate Policy Documents will be posted on the club website.*
- Item 6.6 Revised paragraph incorporating the latest SE policy.  
*Note MCCSC Policy Document to be re-drafted and approved.*
- Item 8.1 / 17.3 Snowsport England abbreviation corrected from SSE to SE. Also 17.3
- Item 8.3 The title of Chairperson changed to Chair to reflect modern practice. Also 9.3/10.3
- Item 9.9 Holding of Committee meetings; “or video conference meeting” added.  
and deleted – “There may also be telephone conference or online meetings.”
- Item 12.2 Apostrophe added.
- Footer Snowsport England logo replaced by new one.
- Page 7 added for Appendix 2.



Manchester Cross-Country Ski Club is an affiliated club to Snowsport England.

[follow us on facebook.com/mccsc](https://www.facebook.com/mccsc)

