



# **London & South East Regional Snowsports Association**

## **CONSTITUTION**

### **1. NAME AND AREA COVERED**

The Association shall be called the “London and South East Regional Snowsports Association” and shall draw members from Greater London, Kent, Surrey and Sussex. Membership of the Association shall also be open to organisations and individuals outside these counties, at the discretion of the Executive Committee.

### **2. STATUS**

The Association shall be an autonomous body which shall also be the regional body of Snowsport England.

### **3. OBJECTS**

- (a) To encourage and promote all types of Snowsports, including those on artificial surfaces, at all levels, as determined by the members. This may include, but not be limited to:
  - Promoting and maintaining levels of race participation
  - Volunteering within regional activities
  - Supporting and developing activities and events in all Snowsport disciplines
  - Develop and maintain funding from regional activities and home nation governing body grants
- (b) To participate in the formulation of Snowsport England policy and to ensure its implementation in the region.
- (c) To act as a forum for constituent members, and to assist members in furtherance of their legitimate objectives.
- (d) To represent the interests of Snowsports in the region to all appropriate authorities.

#### **4. MEMBERSHIP**

Membership shall be open to any Snowsports organisation domiciled within the LSERSA region. Such organisations shall be properly registered with Snowsport England as members and comply with Snowsport England membership regulations.

#### **5. SUBSCRIPTIONS**

Subscriptions for Membership will be paid to Snowsport England.

#### **6. CESSATION OF MEMBERSHIP**

Membership shall cease:

- (a) If the Member fails to keep their Snowsport England affiliation active.
- (b) If the Member changes their regional affiliation via Snowsport England.

#### **7. GENERAL MEETING**

- (a) An Annual General Meeting shall be held in November each year.
- (b) An Extraordinary General Meeting may be called by the Executive Committee or at the written request of at least three full members of the Association.
- (c) All members are entitled to attend a General Meeting and all members must receive at least 21 days' notice of the meeting.
- (d) Written notice of all proposals to be put to a General Meeting must be received by the Secretary 14 days before the meeting and an Agenda shall be circulated to all members not less than 7 days before the meeting.
- (e) Written notice of all nominations for officers and members of the Executive Committee must be received 15 days before the Annual General Meeting and all nominations shall be listed on the agenda.
- (f) Each Member organisation shall be entitled to one vote at General Meetings. The chair shall be entitled to an additional casting vote in the event of an equality of votes. Full members unable to attend may instruct the Chair in writing to vote on their behalf.
- (g) All issues at a General Meeting, with the exception of alterations to the Constitution, shall be decided by a simple majority of votes cast. Alterations to the Constitution shall be made in accordance with Paragraph 11.
- (h) The committee shall meet at least three times throughout the year, in addition to the AGM, to support the regional activities. A provisional schedule for these

meetings will be agreed as a final agenda item at the AGM. This schedule will be agreed by the newly elected Executive Committee, and will be strategically planned in relation to the annual regional calendar to ensure timely and efficient planning, organisation and delivery of regional races and other activities.

## **8. OFFICERS**

- (a) The officers of the Association shall be honorary and shall be elected or re-elected at each Annual general Meeting or adjournment thereof.
- (b) The elected officers shall consist of:
  - Chair of the Executive Committee
  - Vice Chair
  - Secretary
  - Treasurer
  - Chair of Race Committee
  - Race Secretary
  - SSE Council Representatives (2)
- (c) Officers responsible for specialist representation as time to time required by the Association, e.g. Schools, Nordic, Freestyle, Grass Skiing, Fund Raising, Sponsorship.

## **9. EXECUTIVE COMMITTEE**

- (a) The affairs of the Association shall be conducted by an Executive Committee consisting of the officers of the Association and up to four additional voting members.
- (b) The quorum for an Executive Committee meeting shall be five members, at least two of whom shall be officers.
- (c) All issues at Executive Committee meetings shall be decided by the vote of a simple majority of officers and voting members of the committee present. The Chair shall be entitled to an additional casting vote, in the event of an equality of votes.
- (d) The Executive Committee may constitute sub-committees as it considers necessary. Such sub-committees shall have an advisory role and their decisions shall be subject to ratification by the Executive Committee.
- (e) The Executive Committee may co-opt additional non-voting members to itself or its sub-committees.
- (f) The Executive Committee may take any action it considers appropriate within the framework of the Constitution, subject to the safeguard that a General Meeting may be called at any time in accordance with Paragraph 7b to ratify any decision of the Executive Committee.

- (g) Sub-committees will regularly update the Executive Committee on progress as appropriate, and/or when requested to do so by the Executive Committee. Sub-committees will generally provide an update at the AGM and all scheduled committee meetings throughout the year.
- (h) All roles within the LSERSA Committee, either Executive or otherwise, will have a documented role description maintained. These role descriptions will be reviewed from time to time and updated as required.

## **10. FINANCE**

- (a) The financial year of the Association shall run from 1st November to 31st October. At the end of every financial year the accounts of the Association shall be drawn up and submitted to the Annual General Meeting after audit by a person appointed by the Executive Committee.
- (b) The funds of the Association shall be held in a London clearing Bank or an English Building Society.
- (c) Day to day payments made against the associations general funds will be managed using online banking. The Treasurer and a minimum of one other officer will have access to the online banking portal at any one time. The addition of new payees, and alterations to existing payees, to the banking portal will require confirmation by the Treasurer and one other officer. All payments made shall be in accordance with policies agreed by the Executive Committee.
- (d) In the event of the Association being dissolved or ceasing to function to the extent of failing to hold an Annual General Meeting in accordance with Paragraph 7a any remaining assets shall be transferred to Snowsport England or a similar sporting organisation.

## **11. ALTERATIONS TO THE CONSTITUTION**

Any proposed alterations or additions to the constitution may only be considered at an Annual General Meeting when notice of the proposals has been given in accordance with Paragraph 7d. Such proposals require a two-thirds majority of votes cast.