

KINROSS CURLING DEVELOPMENT CLUB CONSTITUTION

1. Name

The club will be called Kinross Curling Development Club and will be affiliated to Scottish Curling. (formally known as the Royal Caledonian Curling Club)

2. Aims and Objectives

The aims and objectives of the club will be:

- To offer alternative coaching sessions and curling games thus providing members with opportunities to develop their curling technique and knowledge.
- To provide a pathway for curlers between attending beginners lessons and joining a mainstream curling club.
- To provide competitive opportunities with members of Virtual Curling Clubs located in other geographical locations.
- To promote the club within the local community and curling.
- To ensure a duty of care to all members of the club.
- To provide all its services in a way that is fair to everyone.
- To ensure that all present and future members receive fair and equal treatment.

3. Membership

Membership should consist of officers and members of the club.

All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of conduct that the club has adopted.

Membership will be open to people new to the sport of curling who have attended the initial beginners coaching course.

Membership will be limited to a period of two full playing seasons plus the remainder of the season in which persons have joined.

Associate/Honorary membership can follow for a maximum of 2 seasons, however the persons will have to pay full membership fees to Scottish curling and not be eligible to play in external club games unless no other members available.

4. Membership Fees

Membership fees will be set annually and agreed by the Executive / Management Committee or determined at the Annual General Meeting. Fees will be paid annually.

5. Office Bearers of the Club

The Office Bearers of the club will be:

- Chairperson
- Secretary
- Treasurer
- Match Secretary

Officers will be elected annually at the Annual General Meeting.

All officers will retire each year, but will be eligible for re-appointment.

6. Committee

The club will be managed through the Management Committee consisting of:

Chairperson

Secretary

Treasurer

Match Secretary

Plus Two Ordinary Members.

And in an advisory capacity a coach should attend committee meetings to help develop the club and ensure some continuity.

The Ordinary Members to be represented on the Management Committee shall be elected at the AGM.

The Management Committee will be convened by the Secretary of the club and shall meet as often as they deem necessary, but held no less than 3 times per year. The Secretary shall give all members of the committee not less than 7 days' notice of each committee meeting.

The quorum for committee meetings shall be 3 members of which one must be the Chairperson or Secretary.

Voting at all meetings shall be by a show of hands, or by ballot if so determined, of the committee members present and decided by a simple majority of votes cast. In the event of a tie, the Chairperson for that meeting shall have a second or casting vote.

The Secretary shall be responsible to ensure that minutes are taken at all meetings and to present those minutes at the next appropriate meeting for approval. Such approved minutes shall be signed by the Chairperson as approved, and retained by the Secretary with the club documents. Such documents are to be passed on to the incoming Secretary following the present Secretary ceasing to hold office. It shall also be the responsibility of the Secretary to maintain an up to date register of all members incorporating names and contact details, and to ensure these are kept up to date on the Scottish Curling database.

The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.

The Management Committee will have powers to appoint sub-committees as necessary and appoint advisors to the Management Committee as necessary to fulfill its business.

The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules / regulations / constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

7. Finance

All club monies will be banked in an account held in the name of the club.

The Club Treasurer will be responsible for the finances of the club.

The financial year of the club will end on 31 March of each year.

The Treasurer shall be responsible for maintaining proper accounting records and for providing an Income & Expenditure Account for each financial year to be presented at the Annual General Meeting. The Management Committee shall if they so require, refer the account to an independent competent person or qualified auditor for an inspection / audit prior to the AGM, and the club shall be responsible for the cost so incurred.

Any cheques against club funds should hold the signatures of the Treasurer plus one other officer appointed at the AGM.

Monies paid into the account shall be applied to further the aims and objectives of the club, including the funding of the end of season competition prizes, and for no other purpose save for the reimbursement of the reasonable out of pocket expenses of the committee members and payments authorised by the committee.

8. Annual General Meetings

Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 21 clear days' notice to be given to all members.

The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.

Election of officers are to take place at the AGM.

All members have the right to vote at the AGM.

The Management Committee has the right to call Extraordinary General Meetings (EGM's) outside the AGM. Procedures for EGM's will be the same as for the AGM.

9. Discipline and Appeals

All complaints regarding the behaviour of members should be submitted in writing to the Secretary. The Management Committee has the power to take appropriate disciplinary action including the termination of membership.

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 seven (7) days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 28 days of the Secretary receiving the appeal.

10. Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets of the club that remain will become the property of Scottish Curling.

11. Amendments to the Constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

12. Declaration

Kinross Curling Development Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed:



Date: 28/3/2019

Name: David Neill

Position: Club Chairperson

Signed:



Date: 28/3/2019

Name: Claire Gussow

Position: Club Secretary