

Hunter Ice Skating Club Constitution 2018



1. Name

The name shall be HUNTER ICE SKATING CLUB Inc, hereinafter referred to as the “Club”.

2. Objectives

The objectives of the Club shall be the promotion of interest and participation in the art of Ice Skating by:

- a) Arranging Ice Skating sessions at suitable times where members may enjoy Ice Skating, assist one another in acquiring proficiency and receive professional tuition by private arrangement.
- b) The establishment of social or educational undertakings for the benefit of members.
- c) The organisation of Ice Skating competitions from time to time.

3. Organisation

- a) The Club shall be governed by a committee known as the Club Committee. Elected Members of the Committee shall be sixteen years of age or over at the time of nomination to the Committee.
- b) All Committee members must be paid up financial members of the Club for that year.
- c) The Club may have as part of its organisation, Sub-Committees appointed to manage specific undertakings or activities of the Club.
- d) At all times any Sub-Committee so appointed will be required to abide by the rules and regulations set out herein.
- e) The “Club Committee” is to be deferred to for dispute resolution should any Sub-Committee be unable to complete its assigned tasks for any reason whatsoever.
- f) The Club shall be affiliated with New South Wales Ice Skating Association Inc. g) The Club Year is defined as commencing 1 January and ending 31 December.

4. Club Committee

a) Composition

The Club Committee shall be composed of the following categories

i. The Executive

- a. President
- b. Secretary
- c. Treasure
- d. Vice President
- e. Membership Secretary

ii. General Committee

- f. Test Officer
- g. NSWISA Delegate
- h. Fundraising & Sponsorship Officer
- i. Aussie Skate Liaison Officer
- j. Training & Development Officer
- k. Competition Convener
- l. Synchro Delegate
- m. Theater On Ice Delegate

iii. Appointed Members

- n. Head Coach
- o. One or more Complaints & Grievances Advisor
- p. Public Officer
- q. Publicity Officer

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iv. Mandatory position shall be a, b, c, d, e, f, g, h, j, k, l, m and o as defined above.

b) Election

Candidates for the classifications i, ii, iii, on the Club Committee shall be proposed and seconded by financial members of the Club with the person so nominated signifying his/her consent, submitted in writing on the official Club nomination form, to the Membership Secretary no less than seven days prior to the date of the Annual General Meeting.

i. If the number of nominations for the positions does not exceed the number of persons to be elected, then those persons so nominated shall be declared to be elected, but if the nominations exceed such number, then the election shall be by ballot.

ii. In the case of a tied vote, a second ballot shall be conducted. In the case of a second tied vote, that successful candidate shall be decided by a draw from a hat by the Chair. Reappointment of such positions for a further term shall be permissible.

iii. Should a quorum not be present at an Annual General Meeting, the positions of Officers and Committee Members shall not be declared vacant and the occupants of the respective positions shall, with their consent, continue to hold office until the next Annual General Meeting.

iv. Should there be no written nominations for positions then nominations may be taken from the floor.

v. Members of the Club must be truly representative of the special interest groups that they purport to represent.

vi. There shall always be 11 elected positions, with those positions being filled by a minimum of 5 elected members. Any one member may not be elected or fill more than one position on the Executive, stated in 4 a) i).

c) Election to Vacancies on the Club Committee

Should any position on the Club Committee become vacant, such vacancy shall be filled by the Club Committee within 30 days of notification of such vacancy.

d) Dismissal of Members of the Club Committee

Any member of the Club Committee who, without reasonable explanation, fails to attend three Club Committee meetings in a row without offering an apology for their absence, may have their appointment terminated and be replaced as the Club Committee finds necessary.

e) Meetings of the Club Committee

Club Committee meetings shall be called as required on the decision of the Secretary. Any four members of the Club Committee may, by requisition in writing, request the convening of a Club Committee meeting to be held within seven days of the date of the requisition. If the meeting is not

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called by the Secretary within the prescribed period, such meeting may be convened by the persons making the requisition and at least seven days' notice of this meeting shall be given.

f) Voting Power of the Chair

The Chair of a Club Committee meeting shall exercise a deliberative, and if necessary, a casting vote.

g) Powers of the Club Committee

The Club Committee shall have the right to exercise such administrative powers as may be necessary for properly carrying out the objectives of the Club, within the framework of the Constitution.

h) Appointment of Sub Committees

The Club Committee shall have the power to appoint from among the members of the Club such Sub Committees as it may deem necessary, and shall have the power to disband them at any time.

The Club Committee may delegate any of its powers to such subcommittee or sub committees, and may cancel such delegation at any time.

The Club Committee are ex officio to all such sub committees.

Special interest groups or otherwise shall be treated as sub committees for the purposes of this Constitution.

i) By Laws

- i. The Club Committee shall have the power to prescribe By Laws, which it considers desirable for the harmonious functioning and general welfare of the Club
- ii. Such by laws shall be current for a maximum of 12 months and shall be reviewed and ratified yearly by the Club Committee at or before the first General meeting after the A.G.M.

j) Child Protection

Hunter Ice Skating Club Incorporated *aims to ensure* that the safety, welfare and well-being of children and young people are maintained at all times during their participation in activities run by Hunter Ice Skating Club Incorporated.

Complaints and Grievances shall be handled by the Executive Committee. The Executive Committee is to refer any unresolvable grievances to the NSWISA Child Protection Officer

All Committee positions in the Club Inc are child related positions.

5. Accounts Supervision

The Club Committee shall ensure that the accounts of the Club are supervised by a person independent of the Club Committee.

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6. Membership

The Membership of the Club shall be arranged as follows:-

a) Ordinary Members

Referred to as members, ordinary members may be active or non-skating members. Applications for membership shall be in writing and shall be submitted for approval by the Club Committee. *Single Membership* – with rights as defined herein.

b) Committee Members

All Committee members shall be paid up financial members of the Club.

c) Honorary Members

Shall be those ladies or gentlemen to whom the Club Committee or the members in a General Meeting may have extended the privileges of membership; such Honorary Members may not vote.

Honorary Membership may be revoked by the Club Committee at any time without rebuttal to the Club or the Club Committee.

d) Life Members

A General Meeting may also confer by simple majority, Life Membership on a member who has served the Club in a meritorious manner. Such Life Members may not vote, unless they are also financial members.

7. Subscriptions

The Annual subscription renewals of members shall become due on the first day of January each year.

a) New Members

New members shall lodge the appropriate fees with their form of nomination, prior to consideration by the Club Committee.

b) Subscription Fee

The annual fees for membership shall be reviewed and set as necessary at the discretion of the Club Committee.

c) All skaters in a figure skating session must be financial when they first take to the ice each calendar year.

d) The first four people in an immediate family, full fee paying membership, any additional children free. Maximum two adults. HISC members only, does not include NSWISA and ISA.

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8. Rights of Members and Termination of Membership

a) Voting

Only members who are financial or hold proxy rights for a financial member under 16 years of age are entitled to vote at the Annual General Meeting or General Meetings, or be elected or appointed to the Club Committee

- i. Members sixteen years of age and over shall be entitled to one vote. Members under sixteen years of age shall not be entitled to vote, but may nominate in writing one of their parents or guardians to vote on their behalf in accordance with Clause 11(b).

b) Exclusion

If the Club Committee considers that the conduct of a member, whether at the Club or elsewhere is, or is likely to be, injurious to the interests and welfare of the Club, the membership of such person may be terminated by a decision of the Club Committee.

c) Resignation

A member may resign his/her membership at any time by giving notice in writing to the Secretary of the Club of his/her intention to do so. Such resignations shall not relieve a member of his/her liability to pay any subscription or other monies which may be due from him/her.

d) Dispute Resolution

It is recommended that disputes are handled as far as possible at an informal level. If a dispute cannot be resolved in this way then the dispute will be dealt with in accordance with the provisions of the current NSWISA Inc Member Protection Policy.

e) Membership Entitlements not transferable

A right, privilege or obligation which a person has by reason of being a member of the Club

- i. is not capable of being transferred or transmitted to another person, except by proxy
- ii. terminates on cessation of the person's membership.

f) Cessation of Membership

A person ceases to be a member of the Club if the person:

- i. dies, or
- ii. resigns membership, or
- iii. is expelled from the Club

- g) To participate in the official figure skating sessions held at Hunter Ice Skating Stadium you must be a paid up financial member of Hunter Ice Skating Club Inc

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h) Members' Liabilities

The liability of a member of the Club to contribute towards payment of the debts and liabilities of the Club or the costs, charges and expenses of the Club, is limited to the amount, if any, unpaid by the Member in respect of membership of the Club as required by Clause 7.

i) Visitors

Any visitor that takes the ice at the Club will be an active member of a State or Territory and club. The visitor can be asked to provide proof of this membership at any time.

9. Membership List

A list of member names of the Club shall be kept by the Membership Secretary and shall be opened by request from financial members at a time reasonably convenient to the Membership Secretary.

10. Meetings

a) Annual General Meeting

The Annual General Meeting of the Club shall be held before the last day of March in each year on a date to be fixed by the Club Committee, and the business which may be transacted at such Annual General Meeting shall be:-

1. Election of Club Committee members, categories i), ii) and iii) for the ensuing year.
2. Annual Reports by Club Committee members.

b) Budget and Constitution Meeting

The Budget and Constitution Meeting of the Club shall be held after the AGM in each year on a date to be fixed by the Club Committee, and the business which may be transacted at such Budget and Constitution Meeting shall be:-

1. Consideration and adoption of the Annual Report and Balance Sheet
2. Amendments to the Constitution, By Laws, Codes and Policies.

c) General Meetings

A General Meeting of the Club may be called at any time by the Club Committee. If a General Meeting is not convened by the Club within 14(fourteen) days after a requisition in writing for that purpose has been sent to the Secretary by any 12 (twelve) members of the Club, a General Meeting may be convened by the persons making such requisition.

d) Notice of Meetings

Notice of Meetings of the Club shall be deemed sufficient if emailed to all current members and posted on the Club's web page, Facebook page, notification given in writing as follows:-

Annual General Meeting 14 Days Budget and Constitution Meeting 7 Days General Meeting 7 Days

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11. Voting

- a) Members as prescribed in 8(a) shall be entitled to vote at any General or Annual General Meeting. The Chairperson of such meeting shall have a deliberative as well as casting vote in the event of an equality of voting, except in respect of ballot for elective office as prescribed in 4.
- b) At all meetings of the Club the voting shall be in person. No absentee or postal votes will be accepted. Proxy vote will only be accepted under provisions detailed in Clause 8 (a) (i). No member may hold more than 5 proxy votes. To hold proxy votes the member must be a paid up financial member.

12. Quorums

The following shall be quorums at the respective meeting of the Club:-

- a) Annual General Meeting 7
- b) General Meeting 4
- c) Club Committee Meeting 4
- d) Sub Committee Meeting 4

13. Finances

- a) A banking account shall be opened at an approved bank and all monies received by the Treasurer be deposited into the account as needed.
- b) All disbursements shall be made by electronic funds transfer or cheque after the accounts have been approved by the Club Committee, and all electronic funds transfer or cheques shall be approved or signed by any one of the following: Treasurer, President, Vice President or Secretary.
- c) Receipts shall be issued only by request for monies received by the Treasurer
- d) Accounts and Supervision

The Club Committee shall cause true accounts to be kept. At least once every year the accounts of the Club shall be examined by a suitably qualified and independent person appointed under Clause 5.

Sub Committees shall at the direction of the Club Committee keep a separate set of accounts. These shall be subject to the scrutiny of the Honorary Treasurer and the full extent of this Constitution and shall be present in the Annual Report.

14. Duties of Office Bearers

President

- Presents a knowledgeable and approachable figurehead for the Club membership to all.
- Oversee the general operations of the Club
- Chair all Club meetings (General, Executive, Extraordinary, AGM)

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- Liaison point between the Club and outside entities (i.e. Coaches, Rink Management, Other Skating Clubs, Other Rink's Management, NSWISA, ISA, Other State's associations)
- Oversee the organisation of various competitions for the Club membership to be held at HISS. This may be done through the calling for special volunteers (Sub-Committees) for that specific competition/event.
- Aim to attend all official Club events
- Carries the deliberative and if necessary casting vote in times of tied votes.
- Maintain open working relationship with Vice President keeping that person abreast of all current issues
- Handoff all relevant materials to incoming elected party within 2 weeks of vacating position.
- Present reports for all Club meeting
- (NB you are not authorized to spend any funds without the prior approval of a majority in attendance at a properly convened Club meeting) As the Club is a Not-for-profit organisation reimbursement of any expenditure should not be made from proceeds of any event, sale, raffle etc.
- Once authorized payment/reimbursement will be made only after receipt of appropriate invoices. All payments will be made via electronic funds transfer or the issue of cheque.

Treasurer

- Oversee the entire financial operation of the Club, including income from all sources and expenditure for all purposes.
- Maintain the balance sheet
- Maintain the assets register, the key register, and the account signatory register
- Authorise expenditure through electronic funds transfer or issuing of co-signed cheques only after such expenditure (for whatever purpose) has been approved by a majority vote at a properly convened meeting of the Club.
- Bank all incoming funds (from whatever source) directly to the Club bank account and keeping accurate records of the source of such funds.
- Keep banking records up to date at all times through monthly reconciliations.
- Keep the assets of the Club recorded in such a manner that the whereabouts of such assets are known at all times (i.e. through maintenance of the asset register).
- Issue keys to only those Committee members who are authorized to hold keys. (i.e. by maintaining the key register)
- Keeping the signatories of bank accounts updated at all times (i.e. ensure only those Committee members who are expressly authorised have signatory rights on the bank accounts of the Club and any of its approved Sub-Committees)
- Aim to attend all official the Club events.
- Present an updated financial report to all the Club meetings
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Vice President

- Assist the President in their role (as described above).
- Act as the President in all aspects when the President is absent for any length of time. Aim to attend all official the Club events.
- Maintain open working relationship with President keeping that person abreast of all current issues
- (NB you are not authorized to spend any funds without the prior approval of a majority in attendance at a properly convened Club meeting) As the Club is a Not-for-profit organisation reimbursement of any expenditure should not be made from proceeds of any event, sale, raffle etc.
- Once authorized payment/reimbursement will be made only after receipt of appropriate invoices. All payments will be made via electronic funds transfer or the issue of cheque.

Secretary

- General responsibility for all secretarial duties of the Club.
- General Meetings
- Call for agenda items in writing (copy to President) by 5pm 8 days prior to meeting, by emailing the current Club membership 14 days prior to meeting
- Prepare & Send Agenda by emailing the current Club membership 7 days prior to meeting Have Web Master Post Agenda on Website 7 days prior to meeting
- Take Minutes at meeting
- Reproduce minutes in timely fashion & distribute copy to all the Club members
- Annual General Meeting
- Prepare & Send Agenda by emailing the current Club membership 14 days prior to meeting Have Web Master Post Agenda on Website 14 days prior to meeting
- Take Minutes at meeting
- Reproduce minutes in timely fashion & distribute copy to all the Club members
- Receive nominations for the positions on the Committee to be elected at each AGM.
- Confirm with the Membership Secretary that the nominees are financial members of the Club as described within the Constitution.
- Oversee any voting for Committee members at the AGM through confirmation of financial status of members prior to being given ballot papers.
- Receive all incoming correspondence on behalf of the Club and present all such correspondence to the Club meetings for action/notation.
- Prepare outgoing correspondence as required from decisions made at the Club meetings for sign off by the relevant Committee member.
- Maintain a register of all meeting minutes and all correspondence.
- Prepare and submit all necessary reports to NSWISA/Department of Fair Trading
- Ensure all Child Protection Declarations are up to date and kept on file for all relevant parties
- Aim to attend all official the Club events
- (NB you are not authorized to spend any funds without the prior approval of a majority in attendance at a properly convened the Club meeting) As the Club is a Not-for-profit organisation reimbursement of any expenditure should not be made from proceeds of any event, sale, raffle etc.
- Once authorized payment/reimbursement will be made only after receipt of appropriate invoices. All payments will be made via electronic funds transfer or the issue of cheque.

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Membership Secretary

- Maintain the membership register of the Club
- Collection of membership renewal/new forms and the appropriate subscriptions.
- Issue new members with a unique Club membership number via the email address supplied by the member.
- Maintain privacy of members' information
- Provide HISS with updated Member List
- Provide HISS with updated emergency contact details
- Aim to attend all official the Club events
- (NB you are not authorized to spend any funds without the prior approval of a majority in attendance at a properly convened the Club meeting) As the Club is a Not-for-profit organisation reimbursement of any expenditure should not be made from proceeds of any event, sale, raffle etc.
- Once authorized payment/reimbursement will be made only after receipt of appropriate invoices. All payments will be made via electronic funds transfer or the issue of cheque.

Test Officer

- Notify all members and coaches of the allocated test sessions to be conducted for the year (as advised by NSWISA) by emailing the current the Club membership and posting on the Club website and Facebook page.
- Accept test notifications from the Club membership.
- Maintain a record of all tests completed by Club members and present a report to the Club meetings of the results.
- (NB you are not authorized to spend any funds without the prior approval of a majority in attendance at a properly convened the Club meeting) As the Club is a Not-for-profit organisation reimbursement of any expenditure should not be made from proceeds of any event, sale, raffle etc.
- Once authorized payment/reimbursement will be made only after receipt of appropriate invoices. All payments will be made via electronic funds transfer or the issue of cheque.

NSWISA Delegate

- Register as a financial member of NSWISA. The Club will reimburse all necessary membership fees, following the attendance of a minimum of 4 of the 6 bi-monthly meetings.
- Attend NSWISA bi-monthly Council meetings as the Club representative.
- Notify the Executive Committee (President, Vice President, Secretary, Treasurer & Membership Secretary) of any instances of non-attendance prior to the Council meeting so that an alternative the Club representative can attend.
- Raise any issues on behalf of the Club at such meetings as agreed upon by Committee meeting on behalf of the Club.
- Collect any information from bi-monthly meetings and make available for other Committee members/membership to peruse.
- Exercise the Club vote at NSWISA meetings in accordance with decisions made at duly convened the Club meetings
- Prepare a report to all the Club meetings of all terms advised by NSWISA.
- Attend NSWISA competition meetings, usually held annually to put forward the Club requests for competitions and tests for the following calendar year
- (NB you are not authorized to spend any funds without the prior approval of a majority in attendance at a properly convened the Club meeting) As the Club is a Not-for-profit

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organisation reimbursement of any expenditure should not be made from proceeds of any event, sale, raffle etc.

- Once authorized payment/reimbursement will be made only after receipt of appropriate invoices. All payments will be made via electronic funds transfer or the issue of cheque.

Fund Raising & Sponsorship Officer

- Oversee the fundraising efforts of the Club through the running of various merchandising stalls, raffles, competitions etc.
- Present fundraising report to all the Club meetings, detailing all funds raised, value of any merchandise sold and current stock holding of merchandise.
- Maintain a record of all proceeds from such activities.
- Receipt all funds received to the Treasurer for verification and banking into the Club bank account.
- Present all sponsorship proposals to the Club meeting for approval prior to implementation. (Must bear in mind that the Club is predominantly made up of children and any sponsorship must be from appropriate sources – e.g. wouldn't look good to have alcohol company sponsorship).
- Report any successful deals in full to the Club meetings. Maintain records of all stock holdings at all times. Seek authorization from the Club meeting for any expenditure of any type prior to proceeding. This includes restocking from time to time of any merchandising.
- Run the "Skate School Table" at Wednesday afternoon & Saturday morning skate school sessions to help skate school skaters understand what the Club is about. (Skate school is rink controlled, the Club is an independent body).
- Offer information about the Club to parties via flyers, verbal information, referral to other Committee members and referral to the Club website.
- Maintain the existing "Secondhand" sales of Skating Dresses, Skates and Guards etc. Keep up to date records of these activities including a record of all stock held,
- (NB you are not authorized to spend any funds without the prior approval of a majority in attendance at a properly convened the Club meeting) As the Club is a Not-for-profit organisation reimbursement of any expenditure should not be made from proceeds of any event, sale, raffle etc.
- Once authorized payment/reimbursement will be made only after receipt of appropriate invoices. All payments will be made via electronic funds transfer or the issue of cheque.

Assistant Fund Raising & Sponsorship Officer

- Assist the Fundraising & Sponsorship Officer in their activities as detailed above.
- (NB you are not authorized to spend any funds without the prior approval of a majority in attendance at a properly convened the Club meeting) As the Club is a Not-for-profit organisation reimbursement of any expenditure should not be made from proceeds of any event, sale, raffle etc.
- Once authorized payment/reimbursement will be made only after receipt of appropriate invoices. All payments will be made via electronic funds transfer or the issue of cheque.

Aussie Skate Liaison Officer

- Liaise with Hunter Ice Skating Stadium to arrange Aussie Skate Competitor Program group lessons.
- If required, liaise with NSWISA or ISA in regard to the Aussie Skate Program. Collect any information or

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- updates to the program and make available to the Committee and the Membership.
- Prepare a report to all Club meetings on the Aussie Skate Competitor Program.
- properly convened Club meeting) As the Club is a Not-for-profit organisation, reimbursement of any
- expenditure should not be made from proceeds of any event, sale, raffle etc. Once authorized,
- payment/reimbursement will be made only after receipt of appropriate invoices. All payments will be
- made via electronic funds transfer or the issue of a cheque.
- Training & Development Officer
- Research various training and development issues that may be relevant to the Club membership and present this information to the Club meetings for decisioning.
- Present proposals for training and development to the Club meetings, outlining full costings, venues, trainers, applicable levels, timing, etc. for decisioning at the meetings. (NB this may be an on-going process that could span across more than one meeting).
- Seek details of training opportunities being held throughout Australia specific to Figure Skating that could be applicable to the Club membership and pass this information onto all the Club membership through advise to Secretary for putting up on noticeboard, uploading to the Club web site and reporting at the Club meetings.
- Ensure that any expenditure proposed is done so in such a way that there will be an offsetting and equal expenditure for all levels of the Club membership.
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- Once authorized payment/reimbursement will be made only after receipt of appropriate invoices. All payments will be made via electronic funds transfer or the issue of cheque.

Training & Development Officer

- Maintain a register of all training & development undertaken by the Club membership for presentation at the Club meetings throughout the year.
- Present a Training & Development Report to all the Club meetings. Maintain all the Club training equipment in good order
- (NB you are not authorized to spend any funds without the prior approval of a majority in attendance at a properly convened the Club meeting) As the Club is a Not-for-profit organisation reimbursement of any expenditure should not be made from proceeds of any event, sale, raffle etc.
- Once authorized payment/reimbursement will be made only after receipt of appropriate invoices. All payments will be made via electronic funds transfer or the issue of cheque.

Competition Convener

- Take responsibility for the running of all HISS based competitions, including the Club, NSWISA & ISA events from time to time
- Liaise with the Club Committee on competitions to be held for the Calendar year, incorporating all aspects of the Competition including, but not limited to

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- Name of Competition Date of Competition Entry Fees
- Levels included
- Liaise with HISS Management as to availability of ice time for competitions
- Liaise with Coffee Shop Management as to catering for HISS based competitions
- Where appropriate form Sub-Committees to assist run various HISS based competitions
- Liaise with Head Committees for NSWISA & ISA events as the head of the Local Organising Committee
- Organise Judging Panels for the Club competitions.
- Liaise with Head Committee in regard to Judging Panels for NSWISA & ISA based competitions.
- Seek out Volunteers to assist in the running of competitions including (but not limited to). Gate Persons/Spectator Ticket Sales
- Skater Registration Marshalling
- Music Playing Announcing Judges Assistants Fundraising
- Presentations of Trophies/Medals
- Setting up & dismantling of Judges tables/stands & Podium General tidying up of rink at end of each event
- (NB All Volunteers are required to complete a “Working With Children Check” prior to being able to Volunteer. This can be done at the Roads and Maritime Services.)
- Organise trophies/medals & Participation Certificates for the Club based competitions. Where necessary organise trophies/medals & Participation Certificates for NSWISA & ISA based competitions after consultation with the Club Committee as to expenditure. Update perpetual trophies where appropriate (NB you are not authorized to spend any funds without the prior approval of a majority in attendance at a properly convened the Club meeting)
- Issue Entry Forms for the Club based competitions, outlining full competitions details, closing date & draw date.
- Collate entries for the Club based competitions, including collection of Entry Fees. All Entry Fees collected are to be receipted to the Club Treasurer for deposit to the Club Bank Account.
- Issue Skating Lists once competition closes and distribute as necessary.
- Conduct draws for skating order for the Club based competitions. Once draw complete issue Skating Order and distribute as necessary.
- Organise Thankyou gifts for Judging Panels after consultation with the Club Committee as to expenditure. (NB you are not authorized to spend any funds without the prior approval of a majority in attendance at a properly convened the Club meeting).
- Organise “Goody Bags” for Competitors after consultation with the Club Committee as to expenditure
- Once authorized payment/reimbursement will be made only after receipt of appropriate invoices. All payments will be made via electronic funds transfer or the issue of cheque.
- Present reports to the Club Committee meetings on all activities throughout the year. Ensure the Club Secretary is provided with a synopsis of each competition to enable them to complete the required NSWISA Council report.
- Complaints and Grievances Advisor/s
- These Advisor/s are the Executive Committee and are to refer to any unresolved grievances to the NSWISA Child Protection Officer
- (NB you are not authorized to spend any funds without the prior approval of a majority in attendance at a properly convened the Club meeting) As the Club is a Not-for-profit

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organisation reimbursement of any expenditure should not be made from proceeds of any event, sale, raffle etc.

- Once authorized payment/reimbursement will be made only after receipt of appropriate invoices. All payments will be made via electronic funds transfer or the issue of cheque.

Head Coaches

- To liaise between the Club and coaches
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- Once authorized payment/reimbursement will be made only after receipt of appropriate invoices. All payments will be made via electronic funds transfer or the issue of cheque.

Publicity Officer

The Publicity Officer is responsible for ensuring that the Club and its members and coaches receive the widest possible media coverage. The Club Publicity Officer should have a good knowledge of various elements of the media and present the Club in the best possible light.

Media contact should include television, radio, newspaper and Internet.

It is important that the incumbent develops and maintains close contact with representatives of all local media.

The Club Publicity Officer should have a sound understanding of on-going and future Club activities.

Specific duties include but are not limited to:

- Making contact with media to develop and maintain relationships
- Contact person for club members and media to gather and present articles
- Present articles for the Club newsletter and/or website
- Ensure media information is accurate and provided in a timely manner
- Writing media releases to highlight key activities including stories about the Club, skaters and coaches
- Liaise with the committee about media opportunities
- Liaise with parents of skaters to be included in media releases or stories
- Good communication and writing skills
- Keep the President and committee informed of all media activity
- (NB you are not authorized to spend any funds without the prior approval of a majority in attendance at a properly convened the Club meeting) As the Club is a Not-for-profit organisation reimbursement of any expenditure should not be made from proceeds of any event, sale, raffle etc.
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15. Delegates to Kindred Organisations

When required, delegates shall be appointed at the Club Committee meeting to represent the Club at meetings of approved associations, except for the representative to NSWISA, who shall be elected at the Annual General Meeting.

16. Alterations to the Constitution

This Constitution may be amended, altered, repealed or added to, on the resolution of three fourths majority of those present at a properly convened General Meeting of the Club.

No motion to alter this Constitution shall be deemed to be in order unless the proposed alteration has been set out at length among the business to be transacted, in the notice convening the meeting at which the motion will be moved. It shall be the duty of the person or persons convening an Annual General Meeting or General Meeting of the Club to set out in the notice convening the meeting, any proposed alteration that shall have been furnished to the Secretary of the Club 21 (twenty-one) clear days at least before such notice is given.

The Public Officer shall send alterations to the Constitution to the Office of Fair Trading within six months of the Annual General Meeting of the Club for that year.

17. Club Property

All property of the Club shall be vested in the Club Committee for the time being, which shall hold the same in Trust for the Club.

The Executive may add to the property from time to time for the benefit of the Club, but shall not dispose of any of the property of the Club without the sanction of the members at a General Meeting.

18. Non Profit Nature

The assets and income of the Club shall be applied solely in furtherance of its above mentioned objectives and no portion shall be distributed directly or indirectly to the members of the Club except as bona fide compensation for the services rendered or expenses incurred on behalf of the Club.

19. Dissolution

In the event of the Club being dissolved, the amount which remains after such dissolution and the satisfaction of all debts and liabilities shall be paid and applied by the Club Committee in accordance with their powers to an organisation which is exempt from income tax under Section 23 of the Income Tax Assessment Act.

In the case of voluntary cancellation of incorporation, no assets, property or cash reserves shall be distributed to members or former members, unless approved by the Commissioner of Fair Trading.

20. Competitions

The Club Committee may organise such competitions as it considers desirable. Eligibility to compete in Club competitions shall be determined by the Club Committee, together with conditions of entry, handicapping etc.

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21. Ascendancy Rules

In the event of conflict between these rules and:

1. The Constitution of NSW Ice Skating Association Inc, then the rules and objectives of NSW Ice Skating Association Inc shall prevail to the extent of the inconsistency, or
2. The rules or guidelines or otherwise of any subcommittee or special interest group, then the rules of the Hunter Ice Skating Club Inc shall prevail to the extent of the inconsistency.

22. Common Seal

The Common Seal shall be held by the Public Officer and only used with the approval of the Club Committee.

23. Privacy Statement

Personal information supplied for membership application will be collected and retained by the Club and shall be used by Officers of the Club from time to time for purposes of the Club activities, management (without limitation), and mailing of Club information, where applicable. Such information will not be sold or otherwise passed onto organisations other than for specific Club management purposes.

Members' personal records are held by the Membership Secretary.