



**Eastern Region SnowSports Association**

**[www.ersa.co.uk](http://www.ersa.co.uk)**

Constitution

## History

| Version | Who | Date     | Comments   |
|---------|-----|----------|--|
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# CONSTITUTION OF THE EASTERN REGION SNOWSPORTS ASSOCIATION

## 1. Name

The name is "The Eastern Region Snowsports Association" herein after to be called "ERSA".

## 2. Objectives

The Objectives of ERSA shall be:

- a) To promote and encourage participation in Snowsports throughout the Eastern Region (The area covered by ERSA to be as defined by the Snowsport England hereinafter to be known as SSE) and to encourage participation in Club, Regional, National and International Snowsport events.
- b) To assist in the provision of a framework for:
  - i) Teaching competitive and recreational Snowsports at all levels for all age groups and abilities.
  - ii) Organisation and assistance required to hold a regional race structure in all Snowsport disciplines for all age groups and abilities.
  - iii) Organisation and assistance to host Club National races and GBR events as deemed acceptable by the relevant SSE organising committee.
  - iv) The training of race officials under the relevant SSE scheme.
- c) To provide a Forum for the exchange of information on all aspects of Snowsports.
- d) To enable and encourage individuals to become registered members of the Snowsport England National Coaching Scheme.
- e) To enable and encourage individuals to become registered members of the Snowsport England Race Officials Scheme.
- f) To welcome and promote equality of opportunity to participate in all winter sports as laid down by their various codes and governing bodies. Such opportunity shall be equally available to all participants regardless of race, creed, ethnic origin or disability.

## 3. Administration

In pursuit of the above Objectives ERSA shall be administered and managed in accordance with this Constitution by a **Management Committee**.

## 4. Functions of the Management Committee

In pursuit of the above Objectives the ERSA Management Committee shall:

- a) Assist and advise any member clubs of the region.
- b) Set up and oversee Sub-Committees to arrange and organise various ERSA activities, functions and events. This shall include but not be limited to the Regional Technical Panel (RTP) and the Race Managers Panel (RMP).
- c) Work with other relevant organisations. In particular (but not limited to) SSE and other National and International wintersports bodies, local councils within the region, Sport England and any other supporting bodies or organisations.
- d) Oversee the content of items published on the ERSA website and other social media.
- e) Oversee the financial business of ERSA.
- f) Ensure the representation of ERSA at appropriate SSE meetings.
- g) Ensure compliance with the SSE policy documents (and any subsequent amendments).

## 5. Membership of ERSA

The categories of Membership to ERSA shall be:

- i) Ordinary membership: Open to any wintersports club or slope domiciled within the ERSA region. Such club or slope shall be properly registered with SSE as members and comply with the SSE membership regulations.
- ii) Such other categories as the Management Committee shall from time to time agree.

## 6. The Management Committee

**6.1** The Management Committee of ERSA shall be elected at the Annual General Meeting from attending representatives of participatory clubs who are members of ERSA and shall consist of:

Chairman.  
Vice-Chairman.  
Secretary.  
Treasurer.  
Chairman of the Race and Technical Panel.  
Regional Race Manager  
Regional Coach

Any proposed Committee Member who has a potential conflict of interest in the business or activities of ERSA will be expected to divulge such information prior to election.

- 6.2** The Management Committee may co-opt members to further its objectives and functions.
- 6.3** Notice of Management Committee Meetings shall be given to all Committee members at least 14 days in advance of the meeting. ERSA accepts the sending and receiving of emails and the use of the ERSA Website as a legitimate form of communication.
- 6.4** The Management Committee Meetings shall be open to attendance by:
- Any elected member of the Management Committee.
  - Any member of a sub-committee or panel set up at the discretion of the Management Committee.
  - A representative from each of the member clubs within the region, assuming they are members of that particular club.
  - An “open seat” shall be available for use by any active wintersport participant aged 21 and under who is a member of an ERSA club.
- 6.5** All elected Members and one representative from each club (who is not an elected member) and is present at Management Committee Meetings shall, on each occasion a vote is taken, have the right of one vote. If at any time the voting is equal the Chairman of the Meeting shall have a second casting vote. Voting by post or proxy shall not be valid.
- 6.6** Minutes of each Management Committee Meeting shall be approved by the next Management Committee Meeting. After approval, the Minutes shall be filed on the ERSA website.
- 6.7** A quorum shall consist of four elected members of the Committee.
- If at any time during their elected tenure a Committee Member has a potential or real conflict of interest in the business or activities of ERSA, he/she will be expected to divulge such information to the elected members of the Committee who will then decide on a course of action.

## **7. Trustees**

- 7.1** The Management Committee shall have the power to act as Trustees for the purpose of dealing with the property of ERSA. These officers shall have the power to purchase and sell property both real and personal and when dealing with the purchase or sale of real property on behalf of the region shall hold such property in the capacity of joint Trustees for the members.
- 7.2** There shall at all times be two such elected officers acting as Trustees to hold the property of ERSA and in the event of the death or retirement or one such Trustee another shall be elected in his place by the members of the Management Committee.

## 8. Management Committee Responsibilities

- 8.1** The Management Committee shall ensure that ERSA functions in accordance with this Constitution.

The Management Committee shall be responsible for the prudent management of the region and its funds.

The Management Committee may appoint Sub-Committees to manage such activities as may be required.

The Management Committee will provide guidelines for the operating of Panels and Sub-Committees to include terms of reference, finance and handling of money, and reporting to the Committee.

- 8.2** The Management Committee shall meet at least three times per year (one meeting must include the AGM) as follows:

**General Meetings:** (Those eligible to attend are listed in **6.4** above).

At least two General Meetings shall be held annually. One of these meetings shall be before the end of January when the accounts are to be reviewed and a budget set for the forthcoming year. The second General meeting can be held at any other time.

The Agenda for any General Meetings shall be published to all members not less than 14 days before the meeting, via the ERSA Website.

The Chairman of any General Meeting shall be the Chairman of ERSA or in his/her absence a chairman taken from elected members amongst those present.

**Annual General Meeting (AGM):** (open to attendance from the ERSA clubs, slopes and competitors).

The Management Committee shall call an Annual General Meeting (AGM). This shall be held between August and October each year.

The ERSA annual accounts will be promulgated to all member clubs at least two weeks prior to the AGM and are to be approved at the Annual General Meeting by a general vote. A summary of the ERSA annual accounts shall be placed on the ERSA website.

The Management Committee shall hold office from the conclusion of the Annual General Meeting at which they are elected until the conclusion of the subsequent Annual General Meeting and shall be eligible for re-election.

Notification for nomination (plus a seconder) of a prospective and willing new elected Committee member must be made by any ERSA club two weeks before the AGM. In the event two or more persons are nominated to stand for any elected position on the Committee a vote shall be taken.

The Annual General Meeting shall receive reports and accounts from the Management Committee.

The Annual General Meeting shall allow debate and decide on matters concerning the affairs of ERSA.

The Annual General Meeting shall receive and approve amendments to the Constitution.

The Notice and Agenda for the Annual General Meeting shall be published to all Members at least two weeks prior to the meeting on the ERSA Website.

### **Extraordinary General Meetings**

An Extraordinary General Meeting may be called by the Elected Management Committee or on receipt of a written application which is supported by at least three ERSA member clubs' chairmen.

## **9. Finance**

The financial year of ERSA shall run from 1st December to 30<sup>th</sup> November. Accounts of the Region shall be closed 30<sup>th</sup> November each year and submitted to the Annual General Meeting.

- 9.1 The accounts will be maintained by the Treasurer in hard copy or computer format.
- 9.2 The Treasurer shall present a report to each meeting of the Management Committee and an Annual Report to the Annual General Meeting.
- 9.3 The Annual Accounts shall be subject to scrutiny and approval from a Secunder prior to the AGM. The Secunder shall be a member of an ERSA club, slope or participant over the age of 21.
- 9.4 The Elected committee members may be recompensed for administrative expenses however no travelling expenses will be paid for attendance at ERSA Committee meetings.
- 9.5 Association payments shall be subject to two officer signatories.

## **10. Change of Constitution**

- 10.1 This Constitution may be amended by resolution passed by two-thirds of the members present and voting at an Annual General Meeting or Extraordinary General Meeting.

All notices of motions to amend the Constitution shall be in the hands of the Secretary six weeks before the date of the Annual General or Extraordinary General Meeting.

A copy of the proposed amendment shall be published to all members not less than four weeks before the date of the Annual General or Extraordinary General Meeting.

- 10.2 In the event that the constitution needs to be updated before the Annual General meeting or an Extraordinary General meeting voting can take place via email following the same timeframes as defined in section 10.1. If email is used it will be sent to all member clubs and there is one vote per club. In order for the changes to be accepted two-thirds of the member clubs must reply approving the changes.



## **11. Child Protection Policy**

**11.1** ERSA shall ensure compliance with the SSE policy document (and any subsequent amendments) "Child protection policy/procedures for skiing".

**11.2** All voting members of the Management Committee as defined in this constitution at paragraph 6.4 above shall be made aware of and will abide by this SSE policy document. No-one will be accepted as a voting member of the Management Committee if they have been or are convicted of an offence in schedule 1 of the Children and Young Persons Act 1933, or if they have or are convicted of an offence involving the abuse of children.

## **12. Winding Up**

**12.1** The ERSA Committee and its functions shall only be dissolved on a resolution approved by 80% of the members voting at an Extraordinary General Meeting for which all members shall have received not less than 42 days notice of the intention to propose the resolution.

In the event of a proposal for dissolution, any property or moneys remaining after all debts and liabilities have been settled shall be donated to a local, regional or national sports body as proposed, seconded and supported by a majority or those present at the Extraordinary General Meeting prior to the taking of the vote on dissolution.