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## CONSTITUTION

### 1. Name

The name of the organisation shall be the:  
Disability Skiing Wales/Sgio Anabledd Cymru (hereinafter called DSW).

### 2. Affiliation

DSW shall be affiliated to the Federation of Disability Sports Wales.

### 3. Aims and Objectives

- 3.1 The object of DSW shall be to provide means and facilities for recreation or other leisure time occupation in the interest of social welfare and with the object of improving the condition of life for disabled people; and in the furtherance of that object, but not further or otherwise:
- 3.2 to provide facilities to enable disabled people to partake in all forms of winter sports;
- 3.3 to train and if necessary to employ specialist trainers and coaches, so that disabled people may acquire the skills to participate;
- 3.4 to provide financial assistance to enable disabled people to participate in all the activities of DSW or of its Affiliated Members;
- 3.5 to do all such things as will further the above objects.

### 4. Membership

- 4.1 The classes of membership are as follows:
- 4.2 Ordinary Membership which is open to any individual person
- 4.3 Family Membership, including children under eighteen years of age

- 4.4 Affiliated Membership, which is open to any organisation or other body with objects compatible with those of DSW
- 4.5 Temporary Membership, which is available to individual persons on a temporary basis, to cover a particular event or activity.

The Committee shall have the power to expel a member for a deliberate breach of the Constitution or for any conduct unbecoming of a member of DSW.

## **5. Expulsion from membership**

The question of the expulsion of a member must appear on the agenda of the committee meeting at which it is considered.

## **6. Membership Fees**

- 6.1 Membership fees for Ordinary, Family and Affiliated membership will be proposed to the Annual General Meeting by the Committee for approval, to take effect at the start of the following DSW year, by a simple majority of Members present and voting.
- 6.2 Should there be no proposal or if the proposal fails to gain approval, then the rates of subscription currently in force will so remain for a further period of one year.
- 6.3 The Executive Committee may decide upon other charges or subscriptions at its discretion.
- 6.3 Annual Membership fees fall due on the first month of each new season being (01<sup>st</sup> September – 31<sup>st</sup> August) and shall be paid to the DSW Treasurer.

## **7. Meeting of Members**

- 7.1 Once in each year the Committee will call an Annual General Meeting of members, giving not less than 28 days written notification to each member at the most recent address notified to DSW.  
The Committee may also call an Extraordinary General Meeting of members upon similar notice.
- 7.2 Only Ordinary, Family and Affiliated Members who have paid in full their subscriptions for the current membership year shall be entitled to attend and vote at the General Meetings
- 7.3 The quorum for a meeting of members shall be 10 persons present and in person.

- 7.4 The main formal purpose of the Annual General Meeting shall be conduct the ordinary business of DSW as follows:
- to approve the subscription rate for the following year
  - to approve and adopt the accounts
  - to elect members to the Committee
  - to appoint auditors
- 7.5 Any ordinary business shall be resolved by a simple majority of members present and voting. The special business of DSW shall comprise approval of amendments to this constitution, or any other business not being ordinary business.
- 7.6 Notice of any special business, including the full text of any proposed special resolutions, shall be circulated to members with the notice of the meeting.
- 7.7 If any special resolution is proposed, proxy cards will be sent to each member. The proxy cards will provide for the appointment of the Chairman of the meeting or a named individual (who need not be a member) to vote in accordance with the instructions of the member, or, if so instructed, at his or her discretion. To be valid the proxy cards must be signed by the member and returned to the registered office of DSW at least 48 hours before the time of the meeting.
- 7.8 The approval of a special resolution shall require a 75% majority of votes cast in person or by proxy. For this purpose each Ordinary Member and each family unit of Family Members shall have a single vote; each Affiliated Member shall have a number of votes comprising the Affiliated Membership subscription divided by the Ordinary Membership subscription (at the rate current in force) rounded down to the next whole number.
- 7.9 The proceedings of an Annual General Meeting shall be valid despite any minor administrative error. It shall be a matter for the sole discretion of the Committee to determine whether an error that comes to their attention is minor or otherwise provided that, without prejudice to the generality of the foregoing, an error that could not have affected the outcome of a vote shall be minor.

## **8. Executive Committee**

- 8.1 An Executive Committee shall control and administer DSW and shall consist of not less than 5 members and not more than 12 which shall include the Chairman, Vice Chairman, Treasurer and Secretary.
- 8.2 The AGM shall appoint from amongst its members the Chairman, Vice Chairman, Treasurer and Secretary or such other officers as deemed necessary.
- 8.3 These officers shall hold office for up to a four year period, with at least one executive officer position being re-elected each year within the cycle of four years.  
The officer rotation will be:  
Year 1: Treasurer (2008)  
Year 2: Vice Chairman (2009)  
Year 3: Secretary (2010)  
Year 4: Chairman (2011)  
and thereafter in rotation.
- 8.4 Every Officer due for re-election will be required to retire at the appropriate AGM, but shall be eligible for re-election.

## **9. Committee Meetings**

- A committee meeting should, if possible, be held at least once a quarter.  
3 Committee members shall form a quorum (unless the Committee determine otherwise).  
In the absence of the appointed Chairman, the Committee shall elect a Chairman of the meeting from amongst those present.
- 9.1 A resolution requires the approval of the majority of Committee members present except that, in the event of an equal number of votes cast in favour and against the resolution, the appointed Chairman of the meeting shall have a second and deciding vote.
- 9.2 The Committee may co-opt new members onto the Committee up to the limit prescribed in 8.1, but such co-option shall be confirmed at the following Annual General Meeting.
- 9.3 The Committee shall have power to appoint a President and Vice President of DSW for a period not exceeding five years and all such persons shall be entitled to attend Annual General Meetings but shall not be required to pay any subscription and shall not be entitled to vote at any meeting.

- 9.4 The Committee shall have power to appoint Trustees not less than two in number nor more than four or the Official Custodian for Charities. The Trustees shall be subject to the authority of the Committee
- 9.5 The Committee shall have power to delegate certain of its responsibility to sub-committees or branches and to appoint a representative to each sub-committee or branch.  
Each such sub-committee or branch shall report to the Executive Committee.

## **10. Alterations to the Constitution**

- 10.1 Any proposed alterations to the DSW constitution may only be considered at an Annual or Special General Meeting convened with the required written notice of the proposal. Any alteration or amendment must be proposed by an eligible Full Member of the Organisation and seconded by another Full Member. Such alterations shall be passed if supported by not less than two-thirds of those Full Members present at the meeting, assuming that a quorum has been achieved.

## **11. Property and Staff**

- 11.1 Responsibility for all property owned or leased by DSW and for the employment of paid staff and volunteers rests with the Executive Committee.

## **12. Insurance and Liabilities**

- 12.1.1 The Executive Committee shall ensure that DSW, its members and activities are insured at all times and that all policies are reviewed every twelve months to ensure that they meet the requirements of DSW. The cover of DSW liability policies will be at least £5m.

## **13. Child and Vulnerable Adult Welfare Policies**

- 13.1 The Executive Committee will ensure that a Child and Vulnerable Adult Welfare Policy is approved by the Federation of Disability Sports Wales and is in force at all times.

## **14. Drug Awareness Policy**

14.1 The Executive Committee will ensure that DSW meets its obligation towards drug awareness amongst its skiers, coaches and management and support staff at all times and that it conforms to the requirements of the Federation of Disability Sports Wales policies and procedures.

**15. Equity Policy**

15.1 DSW shall at all times maintain an equity policy, approved by the Federation of Disability Sports Wales.

**16. Dissolution**

16.1 If, at any General Meeting of DSW, a resolution be passed calling for the dissolution of DSW, the Secretary shall immediately convene a Special General Meeting of DSW to be held not less than one month thereafter to discuss and vote on the resolution.

16.2 If, at the Special General Meeting, the resolution is carried by at least two-thirds of the Full voting Membership present at the meeting, the Executive Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of DSW and discharge all debts and liabilities of DSW.

16.3 After discharging all debts and liabilities of DSW, the remaining assets shall not be paid or distributed amongst the Full Membership of DSW, but shall be given or transferred in full to the Federation of Disability Sports Wales having objects similar to those of DSW.

16.4 If the Federation of Disability Sports Wales is no longer a bona fide organisation, then the Executive Committee of DSW will decide upon a suitable organisation, with similar objects to those of DSW, to give or transfer the remaining assets.

**Amended September 2007**