

LCC Ice Skating Club

A SUB CLUB OF THE LIVERPOOL CATHOLIC CLUB LIMITED

1. PRELIMINARY

- 1.1 The name of the Club shall be the LCC Ice Skating Club.
- 1.2 These Rules shall be read in conjunction with, and shall be subject to, the Constitution of Liverpool Catholic Club Limited.

2. DEFINITIONS

- 2.1 In these Rules, unless there be something in the subject or context inconsistent therewith:
- (a) "Board" means the Board of Directors of the Registered Club.
 - (b) "CEO" means the Chief Executive Officer of the Registered Club or, if the CEO is unavailable, a representative of the CEO.
 - (c) "Chairperson" means the President of the Registered Club or, if the President is unavailable, a director of the Registered Club appointed by the President.
 - (d) "Club Premises" means the premises of the Registered Club.
 - (e) "Committee" means the Committee of the Sub Club elected to office pursuant to these Rules.
 - (f) "member" means a member of the Registered Club who is also a member of the Sub Club.
 - (g) "Registered Club" means Liverpool Catholic Club Limited.
 - (h) "Sub Club" means this sub club.
 - (i) "Sub Club Notice Board" means the notice board at the Club Premises designated by the Board for use by the Sub Club.
 - (j) "Sub Committee" means a sub committee created by the Committee pursuant to Rule 13.3.

3. STATUS

- 3.1 The Sub Club was established by the Board pursuant to the Constitution of the Registered Club.
- 3.2 The Sub Club shall function as a sub club of the Registered Club.
- 3.3 Notwithstanding anything contained in these Rules, the Sub Club and the Committee are
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subject to the control and direction of the Board.

4. **OBJECTS**

- 4.1 The objects of the Sub Club are to promote, conduct and administer the organisation and their activity by members of the Sub Club.

5. **AFFILIATION**

- 5.1 The Sub Club shall be eligible to affiliate with and shall abide by the Rules and By-laws of such associations or bodies as the Committee from time to time determines provided that the Board first approves such affiliation and such Rules and By-laws are not inconsistent with the Constitution or policies of the Registered Club.

6. **MEMBERSHIP**

- 6.1 The classes of membership of the Sub Club shall be:
- (a) Life members;
 - (b) Club members (which may be divided by the Committee into sub categories by by-law;
 - (c) Junior members.
- 6.2 The classes of membership shall be available to both male and female members of the Registered Club.
- 6.3 A person may be admitted as a Club member or Junior member in accordance with such procedure as may be determined by the Board from time to time.
- 6.4 A person may be admitted as a Life member in accordance with such procedure as may be determined by the Board from time to time.
- 6.5 Life members and Club members shall be entitled to:
- (a) Such participation rights available through membership of the Sub Club as may be determined by the Committee from time to time; and
 - (b) Attend and vote at general meetings;
 - (c) Stand for and be elected or appointed to the Committee.
- 6.6 Junior members shall be entitled to participation rights available through membership of the Sub Club but shall not be entitled to:
- (a) Attend and vote at general meetings; or
 - (b) Stand for or be elected or appointed to the Committee.

7. ENTRANCE FEES AND ANNUAL SUBSCRIPTIONS

- 7.1 Entrance fees and annual subscriptions for membership of the Sub Club are in addition to the entrance fees and annual subscriptions for membership of the Registered Club.
- 7.2 Entrance fees and annual subscriptions for membership of the Sub Club shall be due and payable on such date or dates determined by the Committee from time to time.
- 7.3 Any member who has not paid his or her subscription by the due date shall cease to be entitled to the privileges of membership of the Sub Club and by resolution of the Committee may be removed from membership of the Sub Club.
- 7.4 Each year the Committee shall cause reasonable notice to be given in writing to each member of the due date for payment of the subscription.
- 7.5 Life members shall not be required to pay the annual subscription for membership of the sub-club.

8. RESIGNATION

- 8.1 A member may at any time resign from membership of the Sub Club by giving notice in writing to the CEO or the Secretary.
- 8.2 If a member ceases to be a member of the Registered Club that member shall, as from the date of such cessation, cease to be a member of the Sub Club.

9. DISCIPLINARY PROCEEDINGS

- 9.1 Subject to this Rule 9, the Committee shall have power to:
- (a) reprimand; or
 - (b) suspend the member's rights as a member of the Sub Club for up to a maximum period of four (4) weeks,
- any member who, in the reasonable opinion of the Committee, is guilty of any conduct unbecoming of a member of the Sub Club.
- 9.2 Any member to be disciplined in accordance with Rule 9.1 shall be notified of:
- (a) any charge against the member pursuant to Rule 9.1; and
 - (b) the date, time and place of the hearing of the charge.
- 9.3 The member charged shall be notified of the matters in Rule 9.2 by notice in writing sent by post to the member's last known address at least seven (7) days before the meeting of the Committee at which the charge is to be heard.
- 9.4 The member charged shall be entitled to attend the hearing for the purpose of answering the charge and shall also be entitled to submit to the meeting written representations for the purpose of answering the charge.

- 9.5 If the member fails to attend such meeting, the charge may be heard and dealt with and the Committee may decide on the evidence before it, the member's absence notwithstanding, but having regard to any representations which may have been made to it in writing by the member charged.
- 9.6 After the Committee has considered the evidence put before it, the Committee must come to a decision as to whether the member is guilty or not of the charge.
- 9.7 When the Committee has determined the issue of guilt, if the member charged is at the meeting, the Committee must inform the member whether or not the member has been found guilty.
- 9.8 If the member charged has been found guilty and is at the meeting, the member must be given a further opportunity at the meeting to address the Committee in relation to the appropriate penalty for the charge of which the member has been found guilty.
- 9.9 No motion by the Committee to reprimand or suspend the member's rights as a member of the Sub Club, shall be deemed to be passed unless a majority of the Committee members present in person vote in favour of such motion.
- 9.10 If a notice of charge is issued to a member pursuant to Rule 9.2, the Committee shall have power by resolution to suspend the member's rights as a member of the Sub Club until the charge is heard and determined or for two (2) weeks whichever is the sooner. Such suspension shall be promptly notified in writing to the member concerned.
- 9.11 The Committee shall provide a report to the Board of the circumstances relating to any disciplinary action taken by the Committee under Rule 9 and if necessary shall include a recommendation as to such action (if any) as the Committee thinks proper to be taken by the Board in relation to the member who is the subject of the disciplinary action.

10. COMMITTEE

- 10.1 Subject to Rule 10.2, the Committee shall consist of the following:
- (a) President; and
 - (b) Vice President;
 - (c) Treasurer;
 - (d) Secretary;
 - (e) Such number of Ordinary Committee Members as may be determined by the Committee from time to time.
- 10.2 The Committee shall be elected annually or appointed in accordance with these Rules.
- 10.3 All members shall be eligible to stand for and be elected or appointed to the Committee other than:
- (a) Junior members; and
 - (b) members under suspension.

- 10.4 Subject to these Rules and the Constitution of the Registered Club, the Committee shall hold office until the conclusion of the Annual General Meeting of the Sub Club following their election where they shall retire but shall be eligible for re-election.
- 10.5 The election of the Committee shall be conducted in the following manner:
- (a) Nominations for election may be made at the Annual General Meeting.
 - (b) Nominations must be in writing and supported by two (2) members of the Sub Club and must be accompanied by an acceptance of nomination.
 - (c) If an election is required in respect of any position, the Committee shall appoint a Returning Officer to conduct the election.
 - (d) A member shall not hold more than one position on the Committee.

11. PROCEEDINGS OF COMMITTEE

- 11.1 The CEO shall be ex officio a member of the Committee and shall be entitled to receive notice of, attend and vote at all meetings of the Committee.
- 11.2 The Chairperson shall be ex officio a member of the Committee and shall be entitled to receive notice of, attend and vote at all meetings of the Committee.
- 11.3 In the exercise of its functions the Committee shall be subject in all respects to the control and direction of the Board of the Registered Club.
- 11.4 The Committee may meet together for the dispatch of business, adjourn and otherwise regulate its meetings as it thinks fit provided that the Committee shall meet at least once in each calendar month for the transaction of business.
- 11.5 A record of all members of the Committee present at each Committee meeting and of all resolutions and proceedings of the Committee at such meeting shall be entered in a minute book provided for that purpose.
- 11.6 The President shall preside as chairperson at every meeting of the Committee. If the President is not present or is unwilling or unable to act then the Vice President shall preside as chairperson. If the President and the Vice President are not present or are unwilling or unable to act then the members present shall elect one of their number as chairperson for that meeting.
- 11.7 The quorum for meetings of the Committee shall be a majority of the Committee personally present.
- 11.8 If a quorum is not present within fifteen (15) minutes from the time the meeting was to commence the meeting shall lapse.
- 11.9 The President may at any time and the Secretary upon the request of not less than two (2) members of the Committee shall convene a meeting of the Committee.
- 11.10 Subject to these Rules, questions arising at any meeting of the Committee shall be decided by a majority of votes and a determination by a majority of the Committee shall for all purposes be deemed a determination of the Committee. In the case of an equality of votes

the CEO shall have a second or casting vote. In the case of an equality of votes and the CEO is not present, the chairperson of the meeting shall have a second or casting vote.

- 11.11 The continuing members of the Committee may act notwithstanding any vacancy in the Committee, but if and so long as their number is reduced below the number fixed by these Rules as the necessary quorum of the Committee, the continuing member, members or the CEO may act for the purpose of increasing the number of Committee members to that number, or for summoning a general meeting of the Sub Club, but for no other purpose.

12. VACANCIES ON COMMITTEE

- 12.1 The office of a member of the Committee shall automatically be vacated if the person holding that office:
- (a) becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health.
 - (b) is absent from meetings of the Committee for a continuous period of three (3) months without leave of absence from the Committee and the Committee resolves that the office has been vacated.
 - (c) by notice in writing resigns from office.
 - (d) ceases to be a member of the Registered Club.
 - (e) is removed from office by a resolution to that effect by the Board.
- 12.2 The Board or Committee shall have power to appoint a member (excluding members currently under suspension) to any vacancy in any position on the Committee. The member so appointed shall hold office until the next Annual General Meeting of the Sub Club when they shall resign but shall be eligible for re-election.

13. POWERS OF THE COMMITTEE

General Powers

- 13.1 The Committee shall be responsible for the promotion, conduct, administration and organisation of Sub Club activities.

Specific Powers

- 13.2 Without derogating from the general powers conferred by Rule 13.1, the Committee shall have power from time to time to:
- (a) enforce the Sub Club's Rules and the rules of their activity in accordance with these Rules.
 - (b) affiliate with any sporting association whether incorporated or unincorporated and in accordance with these Rules nominate members to represent the Sub Club on such sporting association.
 - (c) conduct (or enter the Sub Club in) events.

- (d) such other powers as may be delegated by the Board to the Committee from time to time.

Sub Committees

- 13.3 Without derogating from the general powers conferred by Rule 13.1, the Committee shall have power from time to time to delegate any of its powers to Sub Committees consisting of any:
 - (a) Committee members;
 - (b) members;
 - (c) persons who are not members of the Sub Club but who have particular skills or expertise which they will apply to a Sub Committee;or any combination thereof. The Committee shall also have the power from time to time to revoke any such delegation.
- 13.4 Any Sub Committee so formed shall, in the exercise of the powers so delegated, conform to any regulation or restriction that the Committee may from time to time impose.
- 13.5 The CEO shall be ex officio a member of all Sub Committees and shall be entitled to receive notice of, attend and vote at all meetings of a Sub Committee.
- 13.6 The Chairperson shall be ex officio a member of all Sub Committees and shall be entitled to receive notice of, attend and vote at all meetings of a Sub Committee.
- 13.7 The President of the Committee shall be ex officio a member of all Sub Committees and shall be entitled to receive notice of, attend and vote at all meetings of a Sub Committee. The President of the Committee may nominate a Committee member to represent him or her on a Sub Committee.
- 13.8 Any Sub Committee may meet and adjourn as it thinks proper. Questions arising at any meeting of a Sub Committee shall be determined by a majority of votes of the members present and in the case of an equality of votes the CEO shall have a second or casting vote. In the case of an equality of votes and the CEO is not present, the chairperson of the meeting shall have a second or casting vote.
- 13.9 The meetings and proceedings of any Sub Committee consisting of two or more persons shall be governed by the provisions herein contained for regulating the meetings and proceedings of the Committee so far as the same are applicable thereto and are not superseded by this Rule or by any by-law made by the Board.
- 13.10 Any Sub Committee shall keep minutes of its meetings and will forthwith submit those minutes to the Committee and the Committee will retain those minutes as if they were minutes of the Committee.

By-Laws

13.11 The Committee may make such By-laws, after approval from the Board of the Registered Club, not inconsistent with these Rules or the Constitution or By-Laws of the Registered Club, as are necessary or desirable for the proper promotion, conduct, administration, organisation or participation and may amend or repeal any such By-laws.

13.12 Without limiting the generality of Rule 13.11 the Committee may regulate:

- (a) such matters as the Committee is specifically by these Rules empowered to regulate by By-law; and
- (b) the operations of the Sub Club;
- (c) the control and management of competitions;
- (d) all such matters as the Committee is authorised to regulate by the Board.

13.13 Any By-law made under Rule 13.11 shall come into force and be fully operative upon the posting of an appropriate notice containing such By-law on the Sub Club Notice Board.

13.14 The Committee shall cause a copy of all By-laws to be made available to any member on request and without charge to that member.

14. DUTIES OF COMMITTEE MEMBERS

President

14.1 The President shall:

- (a) act as chairperson of all meetings of the Sub Club and the Committee. In his absence, the provisions of Rules 11.6 and 15.24 shall apply.
- (b) present a report to the Annual General Meeting of the Sub Club concerning its activities during the preceding year.
- (c) subject to the Constitution of the Registered Club, generally represent the Sub Club to the Board and to the public (including other clubs and associations).
- (d) perform such other duties as may be determined by the Committee from time to time.

Vice President

14.2 The Vice President shall:

- (a) perform the duties of the President in the absence of the President.
- (b) perform such other duties as may be determined by the Committee from time to time.

Treasurer

14.3 The Treasurer shall:

- (a) keep full and correct records of all monies received or disbursed by or on behalf of Sub Club.
- (b) present at each monthly meeting of the Committee a financial statement and report detailing finances received and disbursed by the Committee for the previous month and shall forward a copy of each statement signed by the President to the Board and the CEO.
- (c) subject to Rule 17.1(c), cause all funds received by the Committee to be deposited into the Sub Club's bank account
- (d) prepare and submit to the Annual General Meeting of the Sub Club a financial statement and report detailing all finances received and disbursed by the Committee and cause a copy of the financial statement and report to be forwarded to the Board and the CEO.
- (e) perform such other duties as may be determined by the Committee from time to time.

Secretary

14.4 The Secretary shall:

- (a) keep full and correct minutes as required by Rule 16.1(d).
- (b) cause a register of members to be maintained.
- (c) deal with all correspondence relating to the affairs of the Sub Club in such manner as the Committee may direct.
- (d) perform such other duties as may be determined by the Committee from time to time.

Ordinary Committee Members

14.5 The Ordinary Committee Members shall perform such duties as may be determined by the Committee from time to time.

15. GENERAL MEETINGS

15.1 A general meeting of the Sub Club must be held for a proper purpose.

15.2 A general meeting of the Sub Club (called the Annual General Meeting) shall be held once at least in every calendar year at such time and place as may be determined by the Committee.

15.3 All meetings other than Annual General Meetings shall be called general meetings.

15.4 The Committee may convene a general meeting of the Sub Club at any time.

Notice of General Meetings

15.5 Notice of a general meeting (including an Annual General Meeting) shall be given to members by placing a notice thereof on the Sub Club Notice Board at least seven (7) days prior to the date fixed for the general meeting (or Annual General Meeting).

Attendance and Voting at General Meetings

15.6 All members shall be eligible to attend and vote at a general meeting or an Annual General Meeting of the Sub Club other than:

- (a) Junior members;
- (b) member under suspension.

15.7 Members who are eligible to attend and vote at an Annual General Meeting may submit items of business and notices of motion which they wish to have included in the business of the Annual General Meeting. All such items of business and notices of motion must be in writing and received by the Secretary at least fourteen (14) days prior to the date fixed for such Annual General Meeting.

15.8 Notice of the date and time of the last day for receiving items of business and notices of motion in accordance with Rule 15.7 shall be prominently posted on the Sub Club Notice Board at least twenty-one (21) days prior to the date fixed for the Annual General Meeting.

15.9 A person shall not:

- (a) attend or vote at any general meeting of the Sub Club (including an Annual General Meeting) or of the Committee or of any Sub Committee; or
- (b) vote at any election including an election of a member of the Committee,

as the proxy of another person.

15.10 Every member eligible to vote shall be entitled to vote on a show of hands and on the taking of a poll and shall have one vote.

15.11 In the case of an equality of votes, whether on a show of hands or on a poll, the chairperson of the meeting shall have a second or casting vote.

15.12 Subject to these Rules, every question and ordinary resolution submitted to a meeting shall be decided by a simple majority of votes from those members present and voting at the meeting.

15.13 Voting shall be on a show of hands unless a poll is demanded.

15.14 Five (5) members or the chairperson of a meeting may demand a poll.

15.15 A demand for a poll may be withdrawn.

15.16 If a poll is demanded it shall be taken in such manner and either at once or after the interval or adjournment or otherwise as the chairperson directs.

- 15.17 The result of the poll shall be the resolution of the meeting at which the poll was demanded.
- 15.18 A poll demanded on the election of the chairperson or on a question of adjournment shall be taken immediately.
- 15.19 At any general meeting (including an Annual General Meeting), unless a poll is demanded, a declaration by the chairperson that:
- (a) a resolution has been carried or carried by a particular majority or lost or not carried by a particular majority; and
 - (b) an entry to that effect in the book containing the minutes of the proceedings of the Sub Club,

shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against such resolution.

Quorum for General Meetings

- 15.20 No business shall be transacted at any general meeting of the Sub Club (including an Annual General Meeting) unless a quorum of members is present.
- 15.21 At any general meeting of the Sub Club (including an Annual General Meeting), five (5) members present in person and eligible to vote shall be a quorum.
- 15.22 If a quorum is not present within fifteen (15) minutes after the time appointed for the commencement of the meeting, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such other day time and place as the Committee may determine provided that the meeting shall not be adjourned for more than fourteen (14) days.
- 15.23 If at any meeting adjourned pursuant to Rule 15.22 a quorum is not present, the members present in person and eligible to vote shall be a quorum and may transact any business for which the meeting was called.

Procedure at General Meetings

- 15.24 The President shall be entitled to take the chair at every general meeting (including an Annual General Meeting). If the President is not present or is unwilling or unable to act then the Vice President shall preside as chairperson. If the President and the Vice President are not present or are unwilling or unable to act then the members present shall elect a member of the Committee or one of their number to preside as chairperson of the meeting.
- 15.25 Except as otherwise provided in these Rules the procedure at a general meeting (including an Annual General Meeting) shall be as determined by the Committee from time to time.

Adjournment of General Meetings

- 15.26 The chairperson of a general meeting (including an Annual General Meeting) may with the consent of the meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting from time to time and from place to place provided that the meeting shall not be adjourned for more than fourteen (14) days.

- 15.27 No business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- 15.28 A resolution passed at a meeting resumed after an adjournment shall for all purposes be treated as having been passed on the date when it was in fact passed and shall not be deemed to have been passed on any earlier date.
- 15.29 It shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

Annual General Meeting

- 15.30 The business of an Annual General Meeting of the Sub Club shall be as follows:
- (a) to confirm the minutes of the previous Annual General Meeting;
 - (b) to receive and consider the Committee report;
 - (c) to receive and consider a financial statement and report detailing the finances received and disbursed by the Committee;
 - (d) to conduct the election of the Committee;
 - (e) to deal with any other business of which due notice has been given to the members.
- 15.31 The chairperson of an Annual General Meeting must allow a reasonable opportunity for members as a whole at the meeting to ask questions about or make comments on the management of the Sub Club.

16. BOOKS, RECORDS AND RECOMMENDATIONS

- 16.1 The Committee shall cause:
- (a) books, accounts and records as required by the Board to be kept with respect to the Sub Club; and
 - (b) its books, accounts and records to be kept in accordance with directions from the Board;
 - (c) to be prepared and submitted to the Board (at intervals required by the Board) a statement of the financial position of the Sub Club and the finances received and disbursed by the Sub Club;
 - (d) to be kept minute books which record:
 - (i) proceedings and resolutions of general meetings of the Sub Club; and
 - (ii) proceedings and resolutions of meetings of the Committee of the Sub Club (including meetings of a subcommittee).
 - (e) the minutes of meetings to be signed within one (1) month of the meeting by the chairperson of the meeting or the chairperson of the next meeting;

- (f) the minutes to be submitted to the Board (at intervals required by the Board).
- 16.2 The books, accounts and records of each Sub Club may be audited each year by the Registered Club or the auditor of the Club.
- 16.3 The books and records of the Sub Club shall be available for inspection by the CEO at all times.

17. BANK ACCOUNT AND PETTY CASH

- 17.1 The Board approves the Sub Club:
 - (a) to operate such bank account as may be approved by the Board from time to time;
 - (b) the following signatories for the bank account:
 - (i) President of the Sub Club from time to time;
 - (ii) Vice President of the Sub Club from time to time;
 - (iii) Treasurer of the Sub Club from time to time;
 - (iv) Secretary of the Sub Club from time to time;
 - (v) CEO.
 - (c) holding such amount as may be approved by the Board from time to time for petty cash purposes.
- 17.2 The Board approves the Sub Club disbursing Sub Club funds in accordance with the following:
 - (a) the Sub Club shall be permitted to disburse in any one transaction, up to a maximum amount as may be determined by the Board from time to time, without prior written approval from the CEO;
 - (b) if the Sub Club wishes to disburse an amount that is greater than the approved amount referred to in clause 17.2(a), the Sub Club must obtain the prior written approval of the CEO.
- 17.3 All monies in the Sub Club's account remain the property of the Registered Club.

18. REVENUE

- 18.1 The Sub-Club may only collect such revenue, for and on behalf of the Club, as may be determined by the Board from time to time.
- 18.2 Subject to Rule 17.1(c), all revenue collected by the Sub Club on behalf of the Club shall be deposited to the bank account in 17.1(a).

19. CONDUCT OF ACTIVITIES

19.1 The activities of the Sub Club shall be conducted in such manner as the Committee shall determine from time to time.

20. **ALTERATION OF RULES**

20.1 The Committee may submit to the Board a request for an alteration or amendment to these Rules.

20.2 These Rules may only be altered or amended by the Board.

Version	Date Approved	Revision Description	Reviewer
0	January 2016	Document established	Donna Palmer
1	31 November 2023	Document updated	Fiona Kusilek