Skateboard England rules & bye-laws

Contents

1. Introduction
2. Definitions
3. Objects of the company
4. Organisational structure
5. Annual general meetings
6. General meetings
7. Board of directors
8. Appointment of Skateboard England staff
9. Management committee
10. Life Members advisory group
11. Management sub committees
12. Committees
13. Board sub-committees:
14. Electronic decision making by e-mail vote
15. Affiliation to Skateboard England
16. Membership of Skateboard England
17. Skateboard England as a member of other organisations
18. Financial accounting, delegated financial authority levels and business expenses
19. Codes of conduct and Skateboard England policies
1. Introduction

1.1. The directors of Skateboard England have adopted a set of articles of association and are resolved to develop a set of bye-laws that will ensure that Skateboard England is legally compliant with company law, with a flexible organisation able to carry out its objects in the funding and trading environment in which it exists.

2. Definitions

2.1. “rule” means principle to which action conforms or should conform

2.2. "the board" means the board of directors

2.3. "articles" shall mean the articles of association

2.4. “CEO” means the chief executive officer or senior staff member if a CEO is not appointed

2.5. “club” for membership purposes, means any organisation including but not limited to a skatepark, skate school or community group

2.6. Words imparting one gender shall be construed as imparting any other gender and vice-versa

3. Objects of the company

3.1. As set out in the articles section 1, the object for which the company is established is:

3.1.1 to act as the governing body for Skateboarding in England & Wales;

3.1.2 to act as the representative member for England & Wales in international affairs and to affiliate to and carry out functions delegated to it by the International Federation and other relevant bodies;

3.1.3 to promote, administer and encourage the development of, and participation in Skateboarding within England;

3.1.4 to develop and implement a strategy for the development of Skateboarding in England & Wales including strategies for each of: performance at international and national level; national competition; and increasing participation;

3.1.5 to make and vary all such rules for persons participating in Skateboarding in England & Wales (including rules against doping in the Sport) from time to time;

3.1.6 to develop a commercial, marketing and public relations programme for Skateboarding in England & Wales;

3.1.7 to develop a competition programme and co-ordinate competition fixtures across England & Wales;
3.1.8 to select the representative teams to represent England & Wales in international events;

3.1.9 to consult and co-operate with other organisations operating in Skateboarding within England & Wales in all matters relating to the administration, promotion and participation in Skateboarding;

3.1.10 to develop and nurture relationships between the Company and Sport England, UK Sport, the British Olympic Association, the relevant Commonwealth Games Council and relevant government departments;

3.1.11 to take such action from time to time as the Board may consider desirable for the benefit of Skateboarding and the members of the Company;

3.1.12 to undertake and execute charitable trusts for the benefit of Skateboarding; and

3.1.13 to do all such other things as shall be thought fit to further the interests of the Company or to be incidental or conducive to the attainment of all or any of the objects.

4. Organisational structure

4.1. The organisational structure of Skateboard England, a company limited by guarantee with the constitution of a non-profit company, shall be compliant with any legal requirement under company law.

4.2. The organisational structure, which includes staff and so can vary, shall be available to members on request.

4.3. A board of directors shall govern, shall be appointed by, and answerable to the members through an annual general meeting, or, when required a general meeting. The board may create a number of sub committees whose responsibilities shall be made known to members on request. These may include but not be limited to Finance, HR & Remunerations, and Disciplinary.

4.4. A management committee, answerable to the board, will be responsible for the operational control and co-ordination of the company’s activities.

4.5. Task based sub committees will be created for technical matters (such as competitions, coaching and skate schools, education, inclusion, performance), providing guidance and advice as well as having delegated authority for aspects of the management of the company’s business. However these will not be standing committees. Other committees may be created if required by the board/management committee.

4.6. A Chief Executive Officer shall normally be appointed by the board to oversee the day-to-day management of the company through a management committee that will comprise key staff and sub-committee chairs.

4.7. Other staff will be appointed as required to enable the company to conduct its business effectively
5. Annual general meetings procedure for calling

5.1. The board shall cause to be convened annually a general meeting the proceedings and business of which shall be transacted in accordance with the articles and the provisions of the companies act 2006 section 307 (1) (a). The notice period for calling an annual general meeting is at least 21 days.

Business to be transacted

5.2. The business of an annual general meeting shall include:

5.2.1. To receive and consider:
   i. Skateboard England bye-laws
   ii. The reports of the chairman of the board,
   iii. The accounts balance sheets,
   iv. The report of the auditor
   v. Other reports of the board,

5.2.2. The election of Elected Directors in place of those retiring or to fill any vacancies,

5.2.3. To receive for information any proposed amendments to the articles or bye-laws of Skateboard England.

Meeting procedures and quorum

5.3. For information relating to meeting procedures and the quorum required for a valid annual general meeting refer to the articles voting procedures

5.4. For information relating to the voting procedures at an annual general meeting refer to the articles section 9.

Proxy voting

5.5. For information relating to proxy voting at an annual general meeting refer to the articles sections 9.

6. General meetings procedures for calling

6.1. The board may, whenever it thinks fit, convene a general meeting of members for the purposes of considering a specific issue.

6.2. The board shall convene a general meeting on a member’s requisition and in accordance with the provisions of the articles and the companies act 2006 section 303 (2).

6.3. This requires that a request to call such a meeting must be received from at least 5% of the members entitled to vote at a general meeting,
6.4. If such a request is made it must contain the general nature of the business to be dealt with at the meeting. The text of a resolution that it is intended to be moved at the meeting may be included in the request. The requisition must state the objects of the meeting and must be signed by the requisition and deposited at the registered offices of the company.

6.5. The notice period for calling a general meeting is at least 14 days. Meeting procedures and quorum

6.6. For information relating to meeting procedures and the quorum required for a valid general meeting refer to the articles.

Voting procedures

6.7. For information relating to the voting procedures at a general meeting refer to the articles.

Proxy voting

6.8. For information relating to proxy voting at a general meeting refer to the articles.

7. Board of directors composition

7.1. The board shall comprise a chairman, vice-chairman, chief executive officer and at least five other directors. There will be a minimum of 8 and maximum of twelve directors.

7.2. The chairman and vice-chairman will be appointed by the directors from the elected directors.

7.3. With the exception of the chief executive officer, all directors are elected or appointed.

7.4. 30% of directors shall be appointed by the Board as independent directors and must have the ability to contribute specialist knowledge, skills and experience in areas identified as strategically and operationally important for the organisation, and with previous experience from private business, government or community sectors, ideally as a senior executive or board member.

7.5. The remaining directors shall be elected from the membership and should have a sound knowledge and empathy for skateboarding as well as previous experience from either private business or community activities, ideally such experience having being gained as a committee member or board member.

Procedures for recruitment and election of directors

7.4. The Elected Directors shall be elected by the annual general meeting.

7.5. If there are vacancies, directors can be co-opted onto the board at any time but must stand for election at the following annual general meeting.

7.6. Sometimes, the board will identify a need for independent directors with specific skills and experience. These independent directors will be required to go through a recruitment process that may be externally facilitated to allow the existing board and members to make
a sound judgement on the suitability of each applicant to serve as a director. These directors will be appointed by the Board.

7.7. Any person wishing to stand for election as director must be nominated by a proposer and seconder who must be current voting members in good standing. The nomination must include details of the prospective director’s CV.

7.8. A call for nominations will be made at least 3 months before the annual general meeting with a closing date not later than 6 weeks before the date of the meeting.

7.9. Full details of a prospective director standing for election at the annual general meeting will be circulated with the notification and papers for the meeting.

**Length of service and retirement of directors**

7.10. Directors may, subject to annual review, hold office for a maximum of a four-year term before being required to stand for re-election. A director can only stand for two consecutive four-year terms in the same role, unless there are exceptional circumstances as the Board may see fit.

**Disqualification and removal of directors**

7.11. Should circumstances require it, the office of director shall be vacated in accordance with the requirements of the companies act 2006.

7.12. However, should the majority of the board agree to suspend a member of the board for any appropriate and legal reason then that member shall not take any further part in the activities of Skateboard England until the outcome of disciplinary proceedings are known.

7.13. Any member who is suspended or expelled from Skateboard England will automatically be removed as a director for the duration of such action or longer as may be determined by the board.

**Board meetings**

7.14. The board shall meet at least four times a year notice of which shall be given at least 14 days in advance.

7.15. The quorum required for business to be agreed at board meetings shall be four.

7.16. Minutes of each board meeting must be kept and after approval at the next meeting be signed as correct by the chairman.

7.17. See bye-laws section 14 for details of electronic voting procedures.

7.18. The following may attend a board of directors meeting:

7.18.1. With speaking and voting rights: the directors and CEO

7.18.2. Without voting rights but with speaking rights: any member of staff or other relevant person invited and approved by the meeting
7.18.3. Without voting or speaking rights: any observer invited and approved by the meeting roles and responsibilities

7.19. The roles and responsibilities of individual directors such as the chairman and finance are set out in the Skateboard England policy document ‘job & role descriptions’.

However, the role of a director as defined by the companies act as follows:

**General**

7.19.1. Directors have, and must accept, ultimate responsibility for directing the affairs of the company, in accordance with the laws appertaining to directors, thereby ensuring its solvency and efficient operation, together with the delivery of the organisational outcomes for the benefit for which it was set up.

7.19.2. To fulfil these responsibilities, directors should ensure that not only are they able to devote sufficient time and energy to the discharge of their duties, but keep up to date with the organisation’s current business affairs and meet regularly to enable the necessary decisions to be made.

**Directors must ensure that the organisation complies with:**

7.19.3. Company law, and the requirements of the companies regulator, in particular ensuring that the organisation prepares reports on its work, and submits annual returns and accounts as required by law.

7.19.4. The requirements or rules, and the organisational purpose and objects, set out in the organisation’s own governing document, (the articles and rules).

7.19.5. The requirements of other legislation and other regulators (if any) which govern the activities of the organisation

7.19.6. The requirement for directors to act with integrity, and avoid any personal conflicts of interest or misuse of charity funds or assets.

**Duty of prudence directors must:**

7.19.7. Ensure that the organisation is and will remain solvent by keeping informed of the organisation’s activities and financial position

7.19.8. Use organisational funds and assets wisely, and only to further the purposes and interests of the company.

7.19.9. Avoid undertaking activities that might place the organisation’s property, funds, assets or reputation at undue risk.

7.19.10. Take special care when investing the funds of the organisation, or borrowing funds for the organisation to use.

7.19.11. Take part in formulating and regularly reviewing the strategic aims of the organisation
Duty of care directors must:

7.19.12. Be an active member of the board of directors in exercising its responsibilities and functions.

7.19.13. Regularly attend meetings of the directors.

7.19.14. Exercise reasonable care and skill as directors, using personal knowledge and experience to ensure that the organisation is well-run and efficient.

7.19.15. Reflect the organisation’s vision and principles, strategy and major policies at all times.

7.19.16. Reflect the directors policies and concerns on all its committees, sub-committees, groups.

7.19.17. Take part in training sessions provided for the benefit of the directors.

7.19.18. Consider getting external professional advice on all matters where there may be material risk to the organisation, or where the directors may be in breach of their duties.

7.19.19. Fulfil such other duties and assignments as may be required from time to time by the board of directors.

8. Appointment of Skateboard England staff chief executive officer

Role and responsibility

8.1. The CEO shall be responsible for the day to day management of the company through the management committee, with specific responsibilities for the prudent management of the organisation’s project finances. The detailed role and responsibility of the CEO shall be contained within a formal job description that shall be available in the job and role description policy document. The CEO will be line managed by the chairman, and responsible to the board.

Appointment

8.2. The board shall appoint the CEO.

Other staff

8.3. The CEO may appoint staff, in accordance with the strategy agreed by the board to support the management and activities of the company. Roles and responsibilities of these staff will be made available together with a job description during the recruitment process and will be available in the job and role description policy document.

9. Management Committee function
The management committee is the operational control group for Skateboard England activities. It will work through sub-committee chairs and staff to:

9.1. Co-ordinate all company activities in order to achieve efficient use of resources, to avoid unnecessary duplication and to ensure continuity of effort,

9.2. Develop and implement plans and proposals to progress skateboarding,

9.3. Develop and implement quality administration systems and functions,

9.4. Present comprehensive, researched reports and recommendations to the board; composition as the control centre of the company, the management committee must contain people who can, and will, consistently give of their best, offering continuity of leadership to ensure the future of the organisation.

9.5. Exceptionally, when a management committee member is unable to attend a meeting, a nominated deputy may attend in their place

9.6. The senior staff administrator will keep a record of core management committee members and their deputies.

9.7. The management committee will comprise a core group:
   i. CEO (as chairman),
   ii. Chairmen of operational management sub committees (sub committee chairs)
   iii. Key staff members as agreed by the board of directors,

9.8. The management committee may include other people on an ad hoc basis, should the operational need arise.

Appointment procedures

9.9. Core management committee members will be appointed as detailed within these byelaws.

9.10. Should the management committee wish to appoint further members to its core group, it will seek approval from the board of directors.

Roles and responsibilities

The management committee shall be responsible for the day to day management of Skateboard England affairs and through the CEO, shall be answerable to the board.

The management committee will, in conjunction with the appropriate staff, volunteers, advisors and committees:

9.11. Make recommendations to the board of directors on strategy, budgets and finance,

9.12. Prepare, monitor and control budgets and expenditures,

9.13. Present budgeted plans to the board of directors,
9.14. Ensure approved plans are progressed to completion,

9.15. Prepare monthly progress reports which will include:
   i. Information of new risks or opportunities,
   ii. Activities deviating from plan and
   iii. Revised plans, should they be needed.

**Operating procedures**

9.16. The management committee will meet as often as necessary, normally every month.

9.17. Meetings will be arranged to ensure maximum continuity of attendance of its members.

9.18. The management committee will use committee procedures to discuss and agree business.

9.19. Meetings will be minuted, with actions and targets clearly identified.


9.21. In the unlikely event that the management committee is unable to agree over a contentious item it will be referred to the board of directors for a decision.

9.22. A management committee meeting must have 50% of its members and 50% of its volunteer members in attendance to be quorate.

9.23. In quorate management committee meetings may not agree new or modified plans without board approval.

**10. Management sub committees**

Task based sub committees will be created for technical matters (such as but not limited to competitions, coaching and skate schools, judging, education, inclusion, performance).

**11. Composition**

11.1. Management sub committees will comprise of members or representatives from the management committee, relevant members of staff and representatives from other interested and/or relevant organisations who have relevant expertise or experience in task subject.

11.1.1. A director may attend any committee meeting on an ex officio basis only.

11.1.2. The CEO may attend any committee meeting on an ex officio basis only.

**Roles and responsibilities**

11.2. The management sub committees may be the technical decision making authority in their respective areas, carry out delegated responsibilities from the board , and provide guidance and advice to the board and CEO through the management committee.
11.3. The sub committees shall normally have an operational focus, carrying out the direct
management and delivery of a specific aspect of the organisation business.

**Procedures for recruitment and election of sub-committee chairs**

11.4. Positions on a management sub-committee will be advertised with a relevant job description
and person specification as and when task groups are identified by the management
committee.

11.5. Applications for a position on a task based sub-committee can be made by application in
accordance with any agreed process or by appointment by the board of directors.

11.6. Representatives from other interested and/or relevant organisations will be invited to
attend sub-committee meetings by the chairs, subject to approval by the board.

11.7. The sub-committee chair may also co-opt additional members onto the sub-committee to
provide specific technical advice or guidance, subject to approval by the board.

**Appointment of committee members**

12.5. The Chair or CEO will normally invite people to join a committee based on their skills,
experience and ability to carry out specific project based tasks.

12. Board sub-committees:

**Disciplinary committee**

12.1. The Disciplinary committee shall be responsible to the board, and shall be empowered to
deal with any incident involving an affiliated club, region and/or association member where
it is alleged that Skateboard England, or any part thereof, was, or could have been brought
into disrepute or there has been a transgression or disregard for the rules and regulations of
Skateboard England.

12.2. This procedure also covers unacceptable behaviour under the general code of conduct and
any other incidents that the board feel may warrant investigation.

12.3. The code of conduct prescribes the standards, which the disciplinary committee may take
into account when considering the conduct of a member of Skateboard England; but so that
the committee shall not be prevented from considering other matters.

12.4. Any member contravening any section of the code of conduct may be liable to disciplinary
action, which could result in expulsion from Skateboard England.

**Composition**

12.5. A disciplinary committee will consist of a chairman, who will be a member of the board. (this
person will not hold office as the chairman of Skateboard England).
12.6. the disciplinary committee will contain the reminder of the board

12.7. If any member of the Disciplinary committee is involved in the disciplinary issue, or has any club related or personal interest with any individual involved in the disciplinary issue, they will be replaced by another individual appointed by the board to avoid any conflict of interest. The quorum for such disciplinary meetings shall be a minimum of three people, including the chairman.

**Disciplinary procedures**

12.8. The Disciplinary committee and any appeals committee will ensure that all matters are regarded as highly confidential and not for disclosure outside the group unless so agreed, on a strictly need to know basis in line with the data protection act and human rights act.

12.9. The original complaint(s) and any evidence (documentary or otherwise) must be sent to Skateboard England’s registered office within 21 days of the incidence. Investigations into complaints received outside of this timescale will only proceed at the discretion of the chairman of the board. The safeguarding case management group may also refer cases, at any time, to be examined.

12.10. The Disciplinary committee chairman will examine any complaint made to consider if an investigation is required before any disciplinary meeting is held.

12.11. If an investigation is considered necessary, the committee chairman may appoint any individual(s) deemed appropriate to conduct that investigation as soon as possible. Such person(s) appointed will report to the committee chairman at the earliest opportunity to confirm whether disciplinary action is still necessary.

12.12. In incidences involving persons under the age of 18 years old, their parents/guardians will be informed and may accompany them to any hearing. In any event, an association member may bring with them a ‘friend’ or representative who may speak on their behalf.

12.13. A person appointed by the chairman will act as the administrator/minute secretary to the disciplinary meeting and also to any subsequent appeals hearing. This person will not have voting rights.

12.14. Other than sending and presenting official information through the proper channels, nobody should contact, approach or otherwise attempt to influence or intimidate any member of the disciplinary committee, appeals committee, witness or staff. Any breach of this rule may itself result in disciplinary action against the person(s) concerned.

12.15. The disciplinary meeting will call upon all evidence and witnesses and/or witness statements as may be reasonably available. Those present at the meeting will decide if further time and/or information is necessary before reaching a decision. A decision will, however, be reached as soon as practicable and all parties informed.

12.16. All parties will be bound by the decision of the disciplinary meeting subject to the right of appeal. The disciplinary meeting shall by the decisions of those present (by majority vote if
necessary and with the committee chairman having a casting vote), have the powers to impose:

i. A warning
ii. A reprimand
iii. Removal of a qualifying award i.e. Coach/instructor/examiner
iv. Suspension from specified competitors or events
v. Suspension from membership of Skateboard England for a specified period of time
vi. Expulsion from Skateboard England
vii. Conditions which the individual, club or region concerned must agree to action within a specified time in order to maintain their membership/affiliation to Skateboard England
viii. Charge costs for the hearing

Appeal procedures

12.17. Any appeals must be made and received at the registered offices of Skateboard England within 14 days of receipt of the decision made by the disciplinary meeting. (for clarification it will be assumed that receipt of notice of the decisions will be two working days after they have been posted by first class recorded delivery post from Skateboard England’s offices).

12.18. A deposit of £50, which will only be returned in the event of a successful appeal, must accompany the appeal. It shall be the responsibility of the appellant to ensure such an appeal is received at Skateboard England’s office in good time.

12.19. The chairman of Skateboard England, will chair any appeal(s) committee, the timing of which shall be at their reasonable discretion.

12.20. The Appeal committee will be made up of members of the board of directors who have not been involved in the original hearing. Should it be necessary the chairman of the appeals committee shall have the casting vote.

12.21. An appeal or appeals may only be made if:

i. Procedures have not been followed correctly
ii. New evidence is available that could be not heard
iii. There is clear evidence of bias or involvement in the complaint/matter by an appointed member of the original disciplinary meeting
iv. A £50 deposit is paid before the appeal(s) is heard which will only be refunded if the appeal(s) is successful

12.22. A person appointed by the chairman will act as the administrator/minute secretary to the appeals hearing. This person will not have voting rights.

12.23. Appeals decisions will be notified to those concerned by recorded delivery mail and as soon as practicable after the meeting.

Honours sub-committee
Composition

12.24. The Honours committee will consist of a chairman who will be one of the three directors chairs of relevant management sub committees the members of the honours committee should have some experience of Skateboard England activities, its regions, clubs and members.

12.25. The designated staff member will act as secretariat for the Honours committee.

Roles and responsibilities

12.26. The Honours committee shall receive nominations directly from members, clubs, regions, management sub committees, and the board.

12.27. The following types of awards are considered by the Honours committee:
   i. Service and distinguished service awards
   ii. Annual “departmental” awards
   iii. Ambassadorial awards
   iv. National honours as awarded in the queen’s birthday honours or New Years honours lists are outside the remit of the honours committee as these are not decided by Skateboard England. However, the honours committee may be asked to submit an appropriate nomination for such awards from time to time.

12.28. Long service awards for less than 25 years-service, and awards for services to the local or regional community may be dealt with through a regional honours committee or regional board, provided that the details of any awards made are notified to Skateboard England.

12.29. The committee will normally meet at least twice a year, either face to face or through electronic means as required.

12.30. If required, the committee may meet at any other time – e.g. To consider significant actions, where to await the next meeting could lead to other organisations recognising the achievement of Skateboard England members before Skateboard England.

12.31. The deadline for submitting nominations prior to an honours committee meeting will be publicised to Skateboard England members.

12.32. It is vital that intended recipients are not advised that a nomination is being made.

12.33. All nominations must be submitted using the appropriate nomination form. The honours nomination form can be obtained from Skateboard England.

12.34. Wherever possible, the announcement of Skateboard England awards will be made to coincide with either the annual general meeting, whenever this is held, so that recipients may receive their awards and be acknowledged by their peers.
12.35. The titles of awards may be reviewed and change from time to time. Refer to the Skateboard England honours category list, available from Skateboard England, for the most up-to-date list.

**HR & Remuneration sub-committee**

**Composition**

12.36. The HR & Remuneration sub-committee will consist of directors one of whom will normally be the chair and the CEO (or the staff member with similar responsibilities). The chair will normally chair the meeting.

**Appointment of committee members**

12.37. The Board shall select the committee members based on the relevant qualifications and experience of the member.

**Roles and responsibilities**

12.38. The HR & Remuneration sub-committee will act as an advisory body for the Board on matters pertaining to staff.

12.39. The committee shall develop and implement an HR strategy for the management and development of staff and their careers in order to facilitate their recruitment, training and retention.

12.40. The committee will;

   i. Consider and monitor HR issues affecting staff to seek to optimise their employment experience with Skateboard England,
   ii. Foster and encourage the development and sharing of best practice,
   iii. Keep the board up-to-date on employment matters and
   iv. Review staff salaries on an annual basis.

**Finance sub-committee**

**Composition**

12.41. The Finance sub-committee shall comprise the Finance Director with CEO and at least one other director. The Finance Director shall normally act as the chair.

**Appointment of committee members**

12.42. The Board shall select the committee members based on the relevant qualifications and experience of the member. The CEO shall always be a member of the committee.

**Roles and responsibilities**
12.43. The Finance sub-committee shall support the CEO in the management of the organisation financial activities by approving budget changes at an agreed level and providing financial advice and guidance where appropriate.

**Electronic decision making by e-mail vote circulation of documents and communications generally**

13.1. It is accepted Skateboard England procedure for all general communications, meeting notices, minutes, reports, nominations, votes (where approved) correspondence and other material relating to the general business administration and management of Skateboard England to be circulated by electronic mail to the board, management committee, management sub committees, committees and members and other recipients.

13.2. In instances where electronic mail is not possible the communication should be posted to the registered postal address or forwarded by other electronic means such as facsimile to the nominated address of the person or organisation.

13.3. In instances when a timely response is required the sender should clearly state the time and place for receipt of the information in the particular form of electronic communication.

**Decision making by e-mail vote**

13.4. All decisions and official communications of Skateboard England that are conducted using electronic means must be able to produce a hard copy record and appropriate audit trail of the transaction. Text messaging is therefore not an acceptable form of communications for this purpose and should not be used as a decision making tool. Where decisions are made during teleconferences, minutes or a formal file note should be recorded.

13.5. The preferred method of meeting and decision making shall be determined by the board of directors, CEO, committee or sub-committee respectively from time to time. Electronic voting by email may be used when an issue or decision requires expeditious resolution or when the issue has been previously discussed and an email vote or discussion is agreed to.

13.6. In order to ensure a transparent process, the call for an e-mail vote must give adequate time for members of the relevant group to consider and cast their vote. A period of 2 weeks from the call to the close of the vote is the normal procedure, though this may be varied if the relevant voting group agrees. The vote will be closed when all votes have been cast. When casting their vote, the voters must not copy their voting decision to other members of the group.

13.7. If a call is made for a secret e-mail vote, the result will be published by giving the numbers of votes cast for, against or abstentions. If the e-mail vote is not secret, the result will be published by giving the details of which person voted for, against or abstained.

13.8. Voting by means of e-mail will be permitted for all matters including secret votes but must be endorsed by the chairman for matters relating to the board of directors by the CEO for matters relating to the management committee, and by a commissioner or committee chair for matters relating to the work of their committee or sub-committee.
13.9. All arrangements for electronic votes shall be carried out under the direction of the designated staff member who must clearly administer the following:

The vote paper to be used

13.9.1. The calling and closing dates for the vote which must be clearly set out on the vote paper and in accordance with these bye laws including that the result of the e-mail vote is verified by the chairman of the board, the CEO, or committee chair as required, and the Skateboard England designated staff member.

13.9.2. The e-mail address for lodgement of the electronic vote (a designated staff member at Skateboard England HQ)

13.9.3. Recording of the results of the particular vote in the minutes of the next meeting of the relevant body.

13.9.4. Promulgation of the result of the vote to all members of the group that has participated in the vote.

Board of directors

13.10. Procedures for electronic votes within the board of directors shall be approved by the board. The chairman shall be informed of all such votes and verify the outcomes. A record of electronic votes shall be maintained until such time as the results of the votes have been recorded in the minutes of the next board meeting.

13.11. Electronic voting may be used for changes to the bye laws with the prior approval of the board and on the recommendation of the chairman in accordance with the bye laws.

Management committee

13.12. Procedures for electronic votes within the management committee shall be approved by the management committee. The CEO shall be informed of all such votes and verify the outcomes.

13.13. A record of electronic votes shall be maintained until such time as the results of the votes have been recorded in the minutes of the next management committee meeting.

Management sub committees and committees

13.14. Procedures for electronic votes within commission and committees shall be approved by the commission or committee. The commissioner or committee chair shall be informed of all such votes and verify the outcomes.

13.15. A record of electronic votes shall be maintained until such time as the results of the votes have been recorded in the minutes of the next related commission and/or committee meeting.
Skateboard England Structure

Management Committee
- CEO
- Key Staff
- Chairs of Sub-Committees

Sub-Committees
- Chair of Board of Directors
- CEO Ex-officio
- Directors Ex-officio
- Members with expertise

Board of Directors
- Chair, CEO
- Elected Directors
- 30% Independent Directors

Finance Committee
- FD, CEO, Director

HR/Remuneration Committee
- Chair, CEO, Director

Honours Committee
- 3x Directors

Disciplinary Committee
- Chair, 2x Directors

Comps/Events

Coaching/Education

Judge

Performance

Facilities
14. Affiliation to Skateboard England

For affiliation purposes the year shall be defined from the date of registration or affiliation. The board shall review the fees annually.

Regions procedure for establishing

14.1. For the purposes of administration, regions maybe established by and responsible to the board. They will normally be established in accordance with geographical boundaries.

14.2. Regions will be affiliated to Skateboard England under such terms and conditions as the Board will decide from time to time and agree to abide by the rules and regulations of Skateboard England.

14.3. Each Region shall cover a defined area and shall neither extend nor alter such area without first having obtained the written consent of Skateboard England and accordingly, only on the written confirmation by Skateboard England shall a region be accorded the status of a Region.

14.4. A membership fee, payable within 28 days of approval of application, and an annual subscription payable each calendar year, shall be as determined from time to time by Skateboard England. An Affiliated Region whose subscription is unpaid in any calendar year shall be subject to such fine or other appropriate sanction as may be determined by the Board.

14.5. Save as otherwise expressly provided by these Rules, resolutions and decisions of Skateboard England shall be binding upon all Affiliated Regions, Organisations, Clubs and all members thereof, until they are rescinded or varied.

14.6. Regions or other combinations of clubs, skateboarders or officials, shall not be formed without the written consent of Skateboard England.

14.7. All Affiliated Regions, Organisations, Competitions or other combinations of Clubs, Skateboarders or Officials, shall observe the Rules.

14.8. Individuals, clubs and other affiliated organisations falling within such boundaries will be deemed to be part of that region. Each region shall provide Skateboard England with a copy of its constitution including the registered company number (where applicable).

14.9. There shall at all times be compliance with this constitution and an entitlement to raise finance and open bank accounts which must include the word "skateboard".

14.10. Notice of the region's annual general meeting together with an invitation to be represented shall be sent to Skateboard England.
14.11. It is recommended that the regions/clubs shall hold an annual general meeting for the purpose of electing the officers of the region and representatives to serve on committees and management sub committees at national level.

**Roles and responsibilities**

14.12. It is recommended that each region/club shall form a committee comprised of the elected officers, the representatives from constituent clubs (region) and the representatives to association.

14.13. The Objects of an affiliated Region shall be provided to and approved by Skateboard England prior to confirmation of affiliation.

14.14. Regional representatives are expected to keep their clubs informed on the business of and activities within the region; to acquaint the committee with club activities and present the views and wishes of those whom they represent. Agenda items should be considered at club level prior to a region committee meeting to enable proper representation to be achieved.

**Affiliation procedures**

14.15. Any club or organisation with similar aims and objectives within England may apply for affiliation to Skateboard England upon payment of the appropriate annual fee.

14.16. The board may decide to create various categories of affiliation as it sees fit, together with the terms and conditions of affiliation of those categories from time to time.

14.17. A request for affiliation to Skateboard England will only be considered when made on the official application form, together with the appropriate fee.

14.18. Clubs and other organisations applying for affiliation in one category may be offered affiliation to Skateboard England in another category if in the view of the board such is more appropriate, for example; region, club, commercial or educational.

14.19. An application for affiliation may be approved or rejected by the board.

14.20. The board shall have the right for good and sufficient reason to terminate the affiliation of any club, region or organisation provided that the club, region or organisation concerned shall have a right to be heard before a final decision is made.

14.21. Affiliated clubs, regions and organisations will be expected to be conversant with the bye-laws and agree to abide by the rules and regulations of Skateboard England and work towards their own clubs, regions or organisations aims & objectives in a manner that complements Skateboard England’s aims & objectives.

14.22. All affiliated clubs will deposit with Skateboard England a copy of their constitution and rules (including where applicable; their registered charity number). Skateboard England to be notified of any changes without delay.
14.23. Clubs will ensure that affiliation fees are paid without delay; including public liability insurance premiums (unless alternative insurance cover as approved by Skateboard England has been arranged).

14.24. Clubs will be expected to comply without undue delay to all requests for statistical and other information made by Skateboard England direct or through the region secretaries.

14.25. Affiliation of any club or organisation does not attract voting rights at the annual general meeting.

Disaffiliation

14.26. On receipt of a written report from the appropriate committee that a club, or other organisation has ceased to comply with the conditions for affiliation the board may recommend to the Skateboard England annual general meeting that such club, or organisation be dis-affiliated.

14.27. Such action may not be taken without due notification by the chairman to the last notified or known secretary of the said club, or organisation at least 21 days before Skateboard England AGM.

14.28. Clubs and other organisations who fail to pay the due affiliation fees shall be considered to have failed to comply with the conditions for affiliation.

15. Membership of Skateboard England

For membership purposes the year shall be defined from the date of registration or affiliation. The board shall review the fees annually.

15.1. Membership of Skateboard England is open to any appropriate individual wishing to join. The number of members with which Skateboard England proposes to be registered shall not be limited by reference to a maximum figure.

Membership Criteria

15.2. The members of Skateboard England shall be all those persons whom the board shall admit as members, who have satisfied the criteria for membership and whose names, addresses and other contact details as required by the board of directors are recorded in Skateboard England’s register of members.

15.3. Individuals applying for membership in one category may be offered affiliation to Skateboard England in another category if in the view of the board such is more appropriate, for example; skater, coach, judge or supporter/associate.

15.4. Members who are under 16 years of age will require written parental/guardian consent before acceptance into membership.

15.5. The upper age limit for automatic membership is 75 after which the details of the prospective member will need to be checked by the insurance company before acceptance.
15.6. Members may register their membership through an affiliated club or organisation, or individually membership application procedures.

15.7. An application for membership may be approved or rejected by the board.

15.8. The board shall have the right for good and sufficient reason to terminate the membership of any member provided that the member concerned shall have a right to be heard before a final decision is made.

15.9. Members will be expected to be conversant with the bye-laws and agree to abide by the rules and regulations of Skateboard England.

15.10. All individuals, members of affiliated clubs and others duly registered with Skateboard England, having paid the required membership fee will be deemed to be paid up members of Skateboard England.

Member rights and privileges voting rights of members

15.11. Every member having attained the age of 16 years shall have one vote at any general meeting of Skateboard England.

15.12. Members will not be entitled to vote unless all subscriptions and other sums (if any) presently payable by him or her to Skateboard England in respect of membership have been paid.

15.13. Save as herein expressly provided no person other than a member duly registered shall be entitled to vote on any question, except where an authorised representative is voting on behalf of a member by proxy at a general meeting.

Membership and affiliation benefits

15.14. As and when provided, every member and affiliate will have:

i. Cover under Skateboard England insurance,
ii. Access to funding streams, subject to application criteria
iii. Support from Skateboard England office staff,
iv. Access to all e-news and other communications issued by Skateboard England office.
v. Access to skateboarding and other qualifications and awards,
vi. Entry to Skateboard England competitions & events, subject to entry conditions
vii. Entitlement to host Skateboard England competitions & events, subject to conditions
viii. Access to training,
ix. Access to coaching,
x. Access to commercial benefits as specifically negotiated by Skateboard England from time to time for members
xi. Other benefits as decided from time to time by the board of directors
15.15. Non-members and non-affiliates are not entitled to such rights and privileges.

Disqualification of membership

15.16. Any club or member against whom a complaint of breaching the bye-laws of association including the fair play code; or conduct prejudicial to Skateboard England and its members shall be required to appear before the disciplinary committee.

15.17. Any club or member having a grievance concerning Skateboard England, providing that it is directly related to the working of Skateboard England and its membership, shall first be directed to write to the chair who will investigate and seek to resolve the same. If the grievance cannot be resolved, then it will be placed before the disciplinary committee.

Life membership appointment

15.18. Such class of membership is awarded in recognition of exceptional or outstanding service to Skateboard England as a whole. Nominations for life membership should be forwarded to the honours committee via the Skateboard England office.

15.19. Nominations will be considered and if thought fit, the member will be appointed and invited to accept the award of life membership life member rights and privileges.

15.20. Life members upon appointment will no longer be required to pay any annual individual membership fee, but will enjoy all of the privileges in perpetuity granted to every member of Skateboard England in paragraphs 15:10 to 15:13 above.

16. Skateboard England as a member of other organisations

16.1 Skateboard England shall be a member of ISF (the international skateboarding federation) and other organisations as appropriate, and contribute to the work of these organisations where requested.

17. Financial accounting, delegated financial authority levels and business expenses accounting

17.1. The directors must keep accounting records as required by the companies act. The accounts must be prepared to show a true and fair view and follow accounting standards issued or adopted by the accounting standards board or its successors and adhere to the recommendations of applicable statements of recommended practice. Delegated financial authority levels

17.2. Refer to the Skateboard England delegated financial authority policy for details of the levels of authority required to authorise expenditure when undertaking Skateboard England business activities payment of business expenses.
17.3. Refer to the Skateboard England business expenses policy regarding the criteria and procedures for payment of expenses to employees and volunteers for all actual expenses that are incurred wholly, exclusively and necessarily whilst they are engaged on authorised Skateboard England business activities.

17.4. Payment of any expenses must be in keeping with Skateboard England’s company policy, economical and reasonable, and appropriately document and authorised.

18. Codes of conduct and Skateboard England policies code of conduct

18.1. The code of conduct is an expression of the spirit in which it is expected association members will conduct themselves on a personal and professional basis. It is not meant to suppress individuality but should reflect the ethos of our association through the actions of its members.

18.2. However, as with any code of conduct, serious and flagrant breaches will result in action being taken against offenders.

18.3. The code of conduct prescribes the standards, which the disciplinary committee may take into account when considering the conduct of a member of Skateboard England; but so that the committee shall not be prevented from considering other matters. Any member contravening any section of the code of conduct may be liable to disciplinary action, which could result in expulsion from Skateboard England.

18.4. At all times a member shall uphold the good standing and reputation of Skateboard England and shall:

   i. Comply with the law.
   ii. Not misuse their authority or office for personal or other gain.
   iii. Fully uphold Skateboard England equal opportunities policy.
   iv. Observe the standards prescribed in the guides to good practice approved by the board.
   v. Have a duty to provide information if requested by the disciplinary committee investigating any breach of this code.

18.5. Respect a person’s rights and treat everyone accordingly.

Fair play code for skateboarding

18.7. Fair play is defined as much more than playing within the rules. It incorporates the concepts of friendships, respecting others and always playing within the right spirit. Fair play is defined as a way of thinking, not just a way of behaving. It incorporates issues concerned with the elimination of cheating, gamesmanship, doping, violence (both physical and verbal), exploitation, unequal opportunities, excessive commercialisation and corruption.

18.8. Fair play is an essential and central part of successful promotion, development and involvement in sport. Through fair play, the individual, the sports organisations and society as a whole all win. We all have responsibility to promote: fair play - the winning way.
Anti-doping policy

18.9. Skateboard England condemns the practice of doping in sport. Doping is cheating and against the rules and ethics of sport.

18.10. It is harmful to the image of sport and may be harmful to competitors. Skateboard England has committed to and supports the UK anti-doping rules, which in turn meet the world anti-doping rules.

18.11. As a member federation of the international federation for skateboarding, Skateboard England is committed to observing the requirements of the IF policies and procedures (which meets the world anti-doping rules), a copy of which is available from the IF.

18.12. A policy of drug free competition with possible drug testing has therefore been adopted and endorsed by Skateboard England at all events, and all competitors and clubs are required to abide by these rules.

18.13. A full anti-doping policy is available from the registered office of Skateboard England.

Safeguarding policy

18.14. Skateboard England has a duty of care to safeguard all children involved in its activities from harm.

18.15. All children have a right to protection and the needs of disabled children/adults and others who may be particularly vulnerable must be taken into account.

18.16. Skateboard England is committed to the safety and protection of all children involved in all its activities through adherence to safeguarding guidelines adopted by the organisation.

18.17. A full safeguarding policy is available from the registered office of Skateboard England.

Diversity & equal opportunities policy

18.18. Skateboard England is committed to incorporating equal opportunities into all aspects of its work.

18.19. Members and employees are expected to ensure that no one suffers discrimination, abuse or harassment on the grounds of race, gender, disability, marital status, religious beliefs, age, health sexual orientation or class.

18.20. To obtain a copy of the diversity & equal opportunities policy, please contact the head office.

Electronic communications policy

18.21. The organisation has established a policy with regard to access and disclosure of electronic mail messages created, sent or received by company employees using electronic communication methods. This includes both internal and external mail systems including the internet.
18.22. All staff and volunteers provided with and using Skateboard England email addresses must confirm they have read and understood this policy. New staff will be asked to do this during their induction.

18.23. The policy may be changed at any time in order to accommodate changing circumstances. To obtain a copy of the electronic communications policy, contact the head office.

Data protection

18.24. Skateboard England is registered with the information commissioner’s office as a data controller. It complies with the principles of the data protection act. For further information contact the information commissioner’s office or the head office.

Use of the logo and intellectual property

18.25. Skateboard England’s logo and its brand are some of its most valuable assets and available for use by our members, partners and stakeholders in conjunction with our brand guidelines, a copy of which can be obtained from the registered office.

18.26. Use of the logo and brand must be with the prior permission of Skateboard England.